

## Frequently Asked Questions about AIA Northern Virginia's Design Awards

### Important Dates

April 20, 2022 – Award cycle opens

May 26, 2022 – Award cycle closes

TBD – Judging takes place

On or before July 15 – Entrants are notified via email of the status of their application

TBD – Winners are announced at the Design Award Gala at to be confirmed

### Fees

**How much does it cost to submit my application(s)?** Each entry is \$200.

**How do I pay?** Entrants should complete their application online. Once finalized, applicants pay with a credit card. We can accept payment in the form of a check, if necessary. We do not accept refund requests.

\*If you need to make a change to your application after payment has been made and application has been submitted, please contact Jaclyn Toole, [jaclyn@aianova.org](mailto:jaclyn@aianova.org) for assistance.

### Eligibility

**For specific eligibility requirements for each award category,** refer to the category description (link).

**Do I have to be an AIA Northern Virginia member to apply?** Yes, but AIA members of other AIA Chapters who wish to submit an entry may join AIA NoVA as an Unassigned member. Click here to get more information on unassigned membership and to join.

**Who should be listed as the submitter on the entry?** The individual AIA Northern Virginia Architect Member who had significant involvement in the project design and authorship should be listed NOT the firm.

**Can I enter a project that was previously entered in the awards?** Yes, so long as the project a) was completed or opened between June 1, 2017 and May 26, 2022; and b) has not previously received an AIA Northern Virginia Design Award in the same category.

**Can I enter a project that has won other awards or been previously published?** Yes, so long as it has not been awarded an AIA Northern Virginia Design Award previously in any category.

**What if another AIA NoVA Member submitted the project for these awards last year? Can I enter it this year?** Projects can only win once, regardless of the AIA NoVA Member who submits. You may submit the same project again if it did not win an award.

**Can I enter the same project in more than one category?** No. You may only submit your project in one category. The jury has the ability to move the submission to another category during judging at their discretion. Please contact Jaclyn Toole, [jaclyn@aianova.org](mailto:jaclyn@aianova.org) if you are unsure which categories are best suited for your project.

**Do you accept entries from outside of Northern Virginia?** Yes. The submitter must be an AIA NoVA member and the project location can be anywhere in the world.

### Categories

**Where can I find more information about the categories and judging criteria?** View the [full list](#) of categories.

**What should I do if I'm not sure which category best fits my entry?** Please contact Jaclyn Toole, [jaclyn@aianova.org](mailto:jaclyn@aianova.org) if you are unsure which categories are best suited for your project. If the judges or the preliminary review committee feel your project belongs in another category, they will move it during judging. Your entry will not be penalized.

**What is and is not included in the new Transportation and Infrastructure category?** This is category is for standalone projects, not for an element of a larger project being submitted. Submittals should include architectural elements that support transportation and/or infrastructure, such as bridges, pedestrian shelters, freestanding parking structures, transportation stops or hubs, water treatment facilities, electrical grid facilities, etc.

## Judging

**Are project entries anonymous?** Yes. The judges are not provided any information on the identity of the project team. If a judge recognizes a project, the judge must recuse himself/herself from judging that submission. Projects that include identifying information on photos and/or plans will be disqualified.

**How are the winners selected?** Judging is conducted by a panel of architects with varying expertise in areas such as commercial, institutional, residential, historic preservation/renovation, interiors, sustainability, etc. Judges may select winners in any or all categories, and judges may award more than one of each award per category depending on the number of submissions. Awards may not be given in a category if the entries submitted do not meet the criteria.

## Photos, Images & Other Media

**What type of photos are requested in the application?** All entry forms ask for professional-quality color photos. Entrants should refer to previous winners for an idea of the standard of photography required. (*Link to video tips on architectural photography.*)

**Do I need to include high-resolution images with my entry?** Please follow the instructions on the [Submission Template](#).

**How many photos can I include with my application?** Applicants must include 5 high-resolution images with their application for PR and Marketing purposes if your entry wins. Each image should not exceed 5MB. The number of images that can be included in the jury PDF, is based on file size; the jury PDF must not exceed 15MB.

**Can I or my photographer use photo-enhancing programs?** All submitted images must accurately and truthfully reflect the design. Technical enhancements that improve the image are permitted provided that they do not alter the components of the design.

**Can I include photo captions?** Yes, there is an optional, separate text field to provide brief captions describing what is shown. Captions should NOT be integrated (flattened) onto the five high-resolution JPG images that are submitted.

**Is there a photo release form?** Yes. Your application is not considered complete without agreeing to the terms and conditions governing the uploaded content. The terms include the following related to photographs: I agree that by submitting these photos and/or images, I confirm that I have the authority to grant, and hereby do grant, to AIA Northern Virginia the permission to copy, publish, post, display, distribute and disseminate the submitted content (with appropriate credit) in any Chapter publication(s).

**I have a video of my project. Can I submit this?** No, please only submit 5 high resolution images to be used in various media outlets if the project wins.

**Do I need to submit plans and diagrams?** Plans and diagrams can be submitted as part of the application and typically provide the jurors with clarity when reviewing the project submission. They are not required. If plans or diagrams are included, they must be void of all identifying information and easy to read.

## **Additional Questions**

**Do I have to include the client's name?** No, if a client has requested their involvement to be confidential, you should not include it on the application. This will ensure there is no confusion with marketing materials if the project wins.

**What if the online process isn't working?** If you experience technical difficulty with the online form or webpage, please contact Jaclyn Toole, [jaclyn@aianova.org](mailto:jaclyn@aianova.org).

**What if I start my submission and cannot complete it?** The platform does not allow you to save your work in progress. We encourage entrants to prepare their responses and gather imagery ahead of time using this application template. This should allow you to easily copy and paste responses into the application fields quickly. Completed applications must be received on or before 5PM ET on May 26, 2022.

**Applications are not considered final until payment is received.**

**Can refunds be given once I've registered?** We cannot accept refund requests.

**Who do I contact if I have questions while submitting?** Contact Jaclyn Toole, [jaclyn@aianova.org](mailto:jaclyn@aianova.org).

**Can I mail my application?** In an effort to be environmentally friendly, cost-effective and more efficient, we will only accept electronic entries.

**What exposure do winners receive?**

- One (1) award certificate
- Highlighted on [aianova.org](http://aianova.org)
- Highlighted on AIA NoVA social media
- Potential to be included in publications like Home & Design Magazine and Inform Magazine.
- Potential to be featured in an AIA Northern Virginia E-Publication
- Recognition at the Design Awards GALA
- Press Release Announcement from AIA Northern Virginia
- Potential to have winning boards displayed during Architecture Month at a public venue
- Potential to have winning boards displayed during Construction at a public venue