



**2020 AIA New Jersey Firm of the Year Service Award
-APPLICATION-**

Submitter Information (best point of contact regarding this application)

First Name _____ Last Name _____

Firm / Organization Name _____

Phone Number _____ Email Address _____

AIA Membership Number _____

Local AIA New Jersey Component _____

Description of Award and Eligibility

This award recognizes a firm that has produced notable architecture and made an impact on the architectural profession.

Architectural / Engineering, or Architect led Design / Build firms located in New Jersey are eligible. AIA New Jersey members from any local section may self nominate their own firm or sponsor a firm award candidate.

Submission Deadline

- Deadline for submission is **September 25, 2020** by 5:00pm eastern.
- This deadline is strictly observed.

Firm Information

Provide the firm name as you wish it to appear on all announcements and notifications.

Firm Name _____

Firm Address _____

Firm Phone Number _____

Firm Website _____

Has this firm received this award before? _____ If yes, in what year? _____

Demographic Information

(all demographic information provided is confidential and only used for statistical purposes)

Firm Size: 0-25 | 26-50 | 51-100 | 100-1000 | 1000+

Firm Gender Demographics: ___% Male | ___% Female | ___% Prefer not to disclose | ___% Other

Firm Ethnicity Demographics: ___% Asian | ___% American Indian or Alaska Native | ___% Black and African American | ___% Hispanic and Latino | ___% Native Hawaiian or other Pacific Islander | ___% Two or more races | ___% White | ___% No Response / Prefer not to disclose

Firm AIA Membership: ___% Non-Member | ___% Associate AIA | ___% International Assoc. AIA | ___% AIA | ___% FAIA | ___% Emeritus | ___Hon. FAIA | ___Hon. AIA

AIA New Jersey
414 River View Plaza
Trenton, N J, 08611
P: (609) 393-5690

www.aia-nj.org



**2020 AIA New Jersey Firm of the Year Service Award
-APPLICATION CONTINUED-**

Current Member in Good Standing Declaration

I affirm that I am a current member of AIA New Jersey in good standing and my dues for this calendar year are paid in full as of the date of this submission.

Submitter Signature

Date

Unpaid Labor Declaration

I affirm that I do not have unpaid intern architects, including working students and neither does any firm of which I am an owner or manager.

Submitter Signature

Date

Code of Ethics and Professional Conduct

The AIA stands for universal respect for human dignity and the unbiased treatment of all persons in employment, civic and business transactions regardless of race, physical abilities or religious practices.

I affirm that I uphold this value in all my business practices.

Submitter Signature

Date

Code of Ethics and Professional Conduct Cont'd

In addition, the Rules of Conduct of the AIA Code of Ethics are mandatory for all members and enforceable by the National Ethics council.

Rule 1.401 – Members shall not discriminate in their professional activities on the basis of race, religion, gender, national origin, age, disability or sexual orientation.

Rule 2.104 – Members shall not engage in conduct involving fraud or wanton disregard of the rights of others.

I affirm that I abide by Rules 1.401 and 2.104 of the 2017 Code of Ethics.

Submitter Signature

Date

Greater Rights, Copyright Notice, Permissions and Indemnifications Acknowledgement

By signing below, I acknowledge that I have read and agree to abide by the Greater Rights, Copyright Notice, and Permission & Indemnifications as stated in Appendix A of this application.

- Candidate has NOT secured greater rights to copyrighted material.
- Candidate has secured greater rights to copyrighted material.
- List of Copyrighted material does not apply to this application.

Submitter Signature

Date



**2020 AIA New Jersey Firm of the Year Service Award
-APPLICATION CONTINUED-**

Award Sponsor Information (if submitter has not self nominated their own firm)

First Name _____ Last Name _____
Firm / Organization Name _____
Phone Number _____ Email Address _____
AIA Membership Number _____ AIA Credentials _____
Local AIA New Jersey Component _____

Current Member in Good Standing Declaration

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Award Sponsor Signature Date

Unpaid Labor Declaration

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Award Sponsor Signature Date

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Award Sponsor Signature Date

Code of Ethics and Professional Conduct Cont'd

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Award Sponsor Signature Date



**2020 AIA New Jersey Firm of the Year Service Award
-SUBMISSION REQUIREMENTS-**

Submission Requirements

Either the candidate or sponsor may submit the materials for jury review via email to awards@aia-nj.org. **The maximum total attachment size permitted is 8 mb.** The award submission email shall include the following four attachments:

1. Completed Award Application
2. Submission Materials for Just Review (a single PDF file on 8-½"x11" format in 11 pt font, not to exceed twelve pages, in the order listed below)
3. Announcement Images: provide a zipped folder containing the following landscape .jpeg image files, 3200 pixels wide x 1800 pixels tall and a minimum of 72 dpi. Should your image not meet these qualifications it will not be displayed by AIANJ.
 - a. (1) One black and white photograph of the firm group (staff)
 - b. (3) Three images from the application that showcase the firm's contribution to the profession
4. Copyright image page(s) as described in Appendix A

Submission Materials for Jury Review

1. Nomination Letter (one page) summarizing the firm's contributions. If the firm has a sponsor, the sponsor shall write the nomination letter.
2. Brief biography of all firm principals and a history of the firm (max two pages)
3. Summary of Accomplishments (two pages) including a narrative illustrating the firm's cumulative impact on the profession in breadth and depth, work that is a product of a collaborative environment, and any specific areas of expertise.
4. Up to six exhibits (maximum of two pages each) with images, drawings, or other materials that demonstrate the candidate's accomplishments.
5. Three Reference Letters, which must be:
 - One page (two page letters will be removed from your file and not reviewed by the jury)
 - On company letterhead
 - Signed

Any submission that does not conform to the requirements as stated above will not be considered.



**2020 AIA Service Award
-APPENDIX A-**

Release Form

Information and illustrations for any project receiving an award or chosen for inclusion in any award citation will be taken from the information and materials submitted by the Entrant. There may be no further communication with an entrant prior to the announcement of an award. Accuracy, therefore, is essential. BY MAKING A SUBMISSION, THE ENTRANT AGREES THAT THE INFORMATION CONTAINED IN ITS CONCEALED IDENTIFICATION FORM AND ANY OTHER INFORMATION OR MATERIALS SUBMITTED BY THE ENTRANT ARE COMPLETE AND ACCURATE. THE ENTRANT FURTHER AGREES THAT IT SHALL INDEMNIFY AND HOLD HARMLESS The New Jersey Society of Architects, a Chapter of the American Institute of Architects, ('AIANJ') FROM AND AGAINST ALL CLAIMS OR DAMAGES ARISING OUT OF THE USE OF ANY INFORMATION OR OTHER MATERIALS SUPPLIED BY THE ENTRANT. ALL ERRORS OR OMISSIONS ARE THE SOLE RESPONSIBILITY OF THE ENTRANT.

The entrant further certifies that entrant has obtained all permissions necessary to permit AIANJ to publish, without financial or other obligation, any information, photograph or other materials submitted by the Entrant, including any permissions required from any individual, architect, contractor, owner or photographer, and such grant will include the necessary permissions to include the same in the AIANJ's designated periodical(s) for purposes of any announcements for this awards program. The Entrant certifies that the AIANJ is authorized to use all such materials as they deem appropriate in connection with this awards program, including publicizing the program itself.

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Greater Rights

For good and valuable consideration, the exchange of which is hereby acknowledged, I grant The New Jersey Society of Architects, a Chapter of the American Institute of Architects, ('AIANJ') a non-exclusive license to use my copyrighted Work, including any text, brochures, drawings, photographs, graphics, plans, slides, books, transparencies or other copyrightable material, (the "Work") identified on this form and submitted in connection with this submission as follows.

This license shall permit limited rights to use, reproduce, crop or resize, publicly display, distribute and transmit worldwide the Work during the full term of the copyright in all media, now known or hereafter devised, including the internet, without payment of any royalty or license fee, as follows:

- in connection with the announcement of any awards under the awards program and the promotion of the awards program itself
- in connection with efforts to educate architects through different media, in which AIANJ members, only, have access to view the Work; provided, however, that AIANJ shall implement reasonable technological measures to ensure that access is limited to AIANJ members, shall provide written notice accompanying each access to the Work specifying the conditions under which the Works may be used and that any other use



requires additional permissions from me, and shall provide the written contact information supplied below so that the AIANJ member can contact me for permission for further use

- This license applies when the entrant has not secured greater rights to copyrighted material by a license or other agreement. If the entrant has previously secured greater rights to the copyrighted material, please select 'Entrant has secured greater rights to copyrighted material' below.

Copyright Credit and Contact Information

Typically, credit refers to who took the photograph. Contact information should be for the person who owns the Copyright Credit.

Copyright Notice and Contact Information

Typically, copyright notice refers to who owns the rights to the images. Contact information should be for the person who owns the copyright notice.

Copyrighted Work

List copyrighted work (e.g. text, brochures, drawings, photographs, graphics, plans, slides, books, transparencies, or other copyrightable material) including copyright owner Information. If this does not apply to your submission, check the appropriate box in the award application on page 2.

Copyright Image Page

Please provide a .pdf file showing the appropriate copyright credits to be identified with all images being included in the submission including the announcement images. The pdf MUST have a thumbnail of the image with the copyright credits of the photographer and also a caption of each photo.

Permissions and Indemnifications

By submitting this Copyright Permission Form for Textual and Visual Works, I represent that I have obtained all permissions that I believe are necessary to grant the limited rights granted by this Form and that the use or reproduction of the Work by AIANJ as permitted by this Permission Form shall not, to the best of my knowledge, information and belief, infringe or violate any other person's copyrights. I AGREE TO INDEMNIFY AND HOLD HARMLESS AIANJ FROM AND AGAINST ALL CLAIMS OR DAMAGES ARISING OUT OF ANY BREACH OF THESE REPRESENTATIONS. AIA AGREES TO INDEMNIFY ME AND HOLD ME HARMLESS FROM AND AGAINST ALL CLAIMS OR DAMAGES ARISING OUT OF ITS USE OF THE WORK.