

## DATES AND DEADLINES

Submission Deadline: September 13<sup>th</sup>, 2024. [Begin Submission Here.](#)

Awards submissions must be uploaded and completed online with payment by 11:59pm

June 12, 2024	Design Award Submissions Open
June-August 2024	Design Awards overview program, Common App and awards office hours and awards resources available
July 10, 2024	What Submitters Need to Know Webinar 08:15AM EST-9:30AM
September 13, 2024	Submission deadline. All Awards submissions must be uploaded and completed online with payment by 11:59pm EST
October-November 2024	Jury reviews, deliberations & award selection
December 2024	Design Award notifications & announcements
February/March 2025	BSA Awards Gala (Date TBD)

## FEES

Entry fees are processed at the time of your submission and all fees are non-refundable. Please ensure you allow payment processing time that does not run past the deadline time.

	BSA Firm Members	Non-BSA Members	Assoc. AIA or Student
Built Design Excellence	\$280	\$560	Not eligible
Small Firms	\$180	\$360	Not eligible
Unbuilt Planning & Design	\$150	\$300	\$85 Assoc AIA \$50 Student (with ID)

## CATEGORIES

- **BUILT DESIGN EXCELLENCE** – recognizing measured design excellence through performance metrics in all completed projects
- **SMALL FIRMS** – recognizing design excellence through performance narratives in all completed projects. Eligible for firms of 10 or fewer employees.
- **UNBUILT PLANNING & DESIGN** – recognizing the promise of design excellence in the broadest possible range of research, conceptual exploration and innovation in design thinking for initiated (*completed or incomplete project, where a significant portion has been completed, implemented, or adopted by a local jurisdiction, authority, institution, or private client*) and theoretical projects.

Built Design Excellence and Small Firms **project types** can include:

- *Adaptive Reuse, Renovation or Historic Preservation:* Renovations of existing buildings, renovations or preservations of existing buildings, historic preservation of building with a historic background, or buildings where the original intent has been transformed for a new purpose
- *Institutional & Cultural Facilities:* community centers, libraries, museums, healthcare facilities, life science facilities.
- *Commercial:* hospitality, retail, workplace/office spaces.
- *Educational Facilities:* K-12 educational facilities, higher education.

- *Housing*: single family residential, multifamily residential, specialized housing, mixed use (with housing).
- *Interior Architecture*: Shaping interior space using evidence-based design strategies to achieve functional built interior environments.
- *Urban Design & Master Planning*: planning of public spaces, civic plazas, connections/places between buildings, stadiums, campus plans, regional master plans, redevelopment and environmental programs, placemaking, wayfinding, and infrastructure/transit/mobility.
- *Other*: If your project type is not listed, you may enter it here for consideration. Juries will review and may decide to place the submission in a category.

Unbuilt Planning & Design **project types** can include:

- Conceptual: Purely theoretical projects – not commissioned by a client
- Planning: Planning, placemaking design, strategic plans, guidelines, infrastructure, tools, processes, or any other project type – must have an actual, identifiable client

## JURY REVIEW

Juries will be comprised of both BSA members and other AIA chapter representatives with expertise in different design and building types and experience levels.

Built Design Excellence & Small Firms	Unbuilt Planning & Design
<ul style="list-style-type: none"> <li>• Design jury reviews submission portfolio &amp; project narrative</li> <li>• Technical jury reviews Common App metrics &amp; Framework narratives</li> <li>• Both juries jointly bestow awards</li> </ul>	<ul style="list-style-type: none"> <li>• Single jury reviews project boards and narratives</li> <li>• Jury bestows awards based on categories</li> </ul>

## AWARDS

- Honor – Representing the highest level of achievement of Design Excellence
- Merit – Representing exceptional design, performance, and intent work
- Commendations – May recognize projects that encompass the values of good design within the context of accessible design excellence\*, social responsibility, technology excellence, and environmental advancement.

At the jury's discretion, the number of awards and award recognition in any category may be given to as many or as few projects as are deemed worthy by the jury. Thus, awards may not be bestowed for every typology. The jury's decisions are final and not subject to review. Providing incorrect information/failing to provide information may result in a lower technical review score; jurors are less likely to give awards to lower-scoring projects. \*Accessible design citations include the 1) **Thomas P. Hopkins Memorial Commendation for public buildings and facilities to which Massachusetts statute 521 CMR applies** and 2) **William D. Smith Memorial Commendation for projects that integrate accessibility with historic preservation.**

## PORTFOLIO GUIDELINES

Project Narrative: 250 words maximum uploaded as a single Word file, embedded within the digital portfolio. Describe the story of both the design and the impact (including team engagement), including concepts and considerations, as well as lessons learned, addressing at least one impact

area (accessibility, social responsibility, technology excellence, and sustainability), if the project qualifies.

Project Portfolio: 10 pages maximum uploaded as a single PDF file and no larger than 25 MB. File to be named: **ProjectName\_01.pdf** and file name no longer than 60 characters (including spacing).

**Do NOT include firm or client name.** Photographs should not include text. Photographs and annotated site and building plans should be included. [SUBMISSION OVERVIEW](#)

## COMMON APPLICATION

The BSA believes that innovation in the build environment is key to tackling the greatest challenges facing Boston, including the increasing threat of climate change. In recognition of the new ways architects are designing sustainable spaces, the BSA has incorporated the [AIA Framework for Design Excellence](#) measures through the Common App, which includes metrics for evaluating how projects respond to the urgency of climate change and promote sustainability, reduce carbon emissions, and promote healthy communities.

**BUILT DESIGN EXCELLENCE:** Each submission will be reviewed by a review jury within project types, who review each project's metrics and success in achieving sustainability, community impact, and decarbonization goals. Recommendations with average scores will be paired with the Design jury's initial recommendations. Both juries will then work together to select winners. (Important: providing incorrect information or failing to provide information may negatively rate the submission and jury assessment.) All information shall be anonymous - **Do NOT include firm or client name.** Upload completed file, to be named: ProjectName\_CommonApp.xlsx

Submissions do not need to address all the measures. **2 measures are required** for BUILT DESIGN EXCELLENCE submissions: Measure #1 Design for Integration, Measure #2 Design for Equitable Communities. Applicants should highlight relevant performance data and narratives that are applicable to their specific projects. If you do not have building performance data to share, do not leave the Common App field blank. Mark "NA" in the fields as needed. Suggested questions for each measure can be found [here](#). [Download Common App worksheet](#) (*This worksheet should be downloaded as an .xlsx file*)

**SMALL FIRMS:** Common App data **optional**. **UNBUILT PLANNING & DESIGN:** Common App N/A.

## DISCLAIMER

By participating in the BSA Design Awards program, all entrants grant the BSA a non-exclusive license to post winning project entries in an online gallery so that the public and press may view all competing entries. In addition, each winner grants to the BSA approval for use of all entries in connection with the BSA Design Awards program, in any media now or hereafter known, including but not limited to: publications, social media, and BSA- sponsored events or exhibitions of the work. The BSA will not be required to pay any additional consideration or seek any additional approval in connection with such use. Submission to this program implies permission from the project owner and releases the BSA from any responsibility of seeking permissions from owners, photographers, or any project-related stakeholders. Inclusion of photos implies permission from the photographer. Correct attribution is the sole responsibility of the submitter.

## ELIGIBILITY

Anyone meeting eligibility requirements may submit. Massachusetts AIA firm members receive special pricing.

	BUILT DESIGN EXCELLENCE	SMALL FIRMS Firms with 10 or fewer employees
	All typologies may be submitted in each division, for with accompanying metrics, narratives, and design that demonstrate advancement in design excellence measures.	
About	Recognize measured Design Excellence through performance in all completed projects	Recognize Design Excellence through narratives in all completed projects.
Submitter Requirement	Common App performance data <b>required</b> . At least <b>2 out of 10</b> measures must be addressed in <b>narratives</b> portion.	Common App performance data <b>optional</b> . At least <b>2 out of 10</b> measures must be addressed in <b>narratives</b> portion.
Submitter Eligibility	Professional license is <b>required</b> by at least one person on the design team. Associate AIA members, students, and other unlicensed design professionals may submit projects that do not require the stamp of a licensed professional under eligible categories. For firms with multiple offices: the primary office producing the work must be the office in the Massachusetts. <b>SMALL FIRMS</b> may submit projects the <b>BUILT DESIGN EXCELLENCE</b> division with Common App requirements.	
Project Eligibility	Projects <b>completed</b> within the past 5 years: <b>between January 1, 2018 and December 31, 2023</b>	
Location Eligibility	Projects by Massachusetts based design professionals or BSA members may be located anywhere. Projects by non-Massachusetts design professionals and non-BSA members must be located in Massachusetts.	
Award Eligibility	Eligible for <b>Honor, Merit, or Commendation</b>	
	Projects that have previously won an award in other awards programs (such as other AIA chapter programs) are eligible. Projects previously honored with a BSA Design Award are ineligible.	
	<ul style="list-style-type: none"> <li>• Submitters are encouraged to re-enter projects previously submitted if they did not win an award (if eligible).</li> <li>• The BSA is not responsible for errors in submissions.</li> <li>• The BSA reserves the right to disqualify entries or projects not submitted in accordance with the stated rules.</li> </ul>	

## ELIGIBILITY *(continued)*

	UNBUILT PLANNING & DESIGN	
	PLANNING	CONCEPTUAL
About	Recognizing Design Excellence in the broadest possible range of research, conceptual exploration and innovation in design thinking for initiated and theoretical projects.	
Submitter Requirement	Common App performance data is <b>not required</b> .	
Submitter Eligibility	Associate AIA members, students, and other unlicensed design professionals may submit projects that do not require the stamp of a licensed professional.	The program is open to all professional and architecture & design students.
Project Eligibility	Projects <b>initiated</b> within the past 5 years: <b>between January 1, 2018 and December 31, 2023</b> .	Projects must <b>not</b> be completed or under review for construction and there is no current intent to build.
	Projects must have an actual, identifiable client.	
	Not eligible for resubmission as a future Built Design Excellence or Small Firms project, if awarded.	
Location Eligibility	Projects by Massachusetts based design professionals or BSA members may be located anywhere.  Projects by non-Massachusetts design professionals and non-BSA members must be located in Massachusetts.	Projects and designers may be located anywhere in the world.
Award Eligibility	Eligible for <b>Honor, Merit, or Commendation</b>	
	Projects that have previously won an award in other awards programs (such as other AIA chapter programs) are eligible. Projects previously honored with a BSA Design Award are ineligible.	
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## QUESTIONS

Questions about your eligibility or the submission process? [View our FAQ page.](#)

For general questions about the Awards Program or submissions, please contact:

e: [awards@architects.org](mailto:awards@architects.org) c: 617-391-4019

Questions may not be directed to or answered by the jurors.