

SUBMISSION OVERVIEW

BUILT DESIGN		
STEP 1	Enter > Entrant information. This is for internal use only as a means of communications.	
Do not include information identifying your firm in any materials below this point.		
STEP 2	Select > PROJECT TYPE <u>EXAMPLES INCLUDE, but are not limited.</u> The project type you select is for consideration only. 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. If your project type is not listed, select "Alternative Projects" and enter the type. Juries will evaluate and may group projects accordingly.	• Adaptive Reuse, Renovation or Historic Preservation • Institutional & Cultural Facilities • Commercial • Educational Facilities • Residential • Housing • Interior Architecture • Alternative Projects • Urban Design & Master Planning** ** For Unbuilt Planning: Projects initiated within the past 5 years: between January 1, 2020 and December 31, 2025.
STEP 3	Enter > PROJECT INFORMATION	Location, project size, completion date, client name
STEP 4	Upload > PROJECT NARRATIVE • 250 words maximum • Uploaded as a single Word file This should be embedded within the digital portfolio.	Describe the story of the design: the project's intent, design process, constraints, and outcomes. Include key concepts, decisions, and lessons learned, as well as any relevant team collaboration.
STEP 5	Upload > PROJECT IMPACT STATEMENT • 150 words maximum • Uploaded as a single Word file This should be embedded within the digital portfolio.	In lieu of the Common App, all entrants must include a brief statement describing how the project reflects the BSA's mission to catalyze collaborative innovation to advance equity and sustainability in the built environment. This may include, but is not limited to, topics such as accessibility, social responsibility, environmental performance, material choices, community engagement, or resilience. The statement may take the form of a short paragraph or two bullet points.
STEP 6	Upload > PROJECT PORTFOLIO • 10 pages maximum • Uploaded as a single PDF file • No larger than 25 MB • File to be named: ProjectName.pdf • File name no longer than 60 characters (including spacing) • Do NOT include firm or client name	• First page must be a title page with project name (this may include images and other text) • Project narrative and Impact statement should be included within the portfolio • Do not include the project category • If the project is a restoration or adaptive reuse project, include at least one image that describes conditions before work began • Include diagrams, site plans, details, photographs • Keep captions to a minimum

BUILT DESIGN (CONTINUED)

STEP 7	Upload > GALLERY & PUBLICITY IMAGES - Up to 10 images (maximum); 5 images minimum - Minimum 2000 pixels wide and 300 dpi - Submit as .jpg, .tif, or .png files Must include photographer credit in file name: 01ProjectName_Photographer.jpg	- Not for jury review - Photographs should not include text - Photographs and annotated site and building plans should be included
STEP 8	Enter > DESIGN TEAM/CONSULTANTS INFORMATION	Not for jury review
STEP 9	Enter > AFFIRMATION DECLARATION INFORMATION	Not for jury review
STEP 10	COMPLETE PAYMENT All submission entries and payments are due by the deadline	

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SEE NEXT PAGE FOR SMALL FIRMS SUBMISSION OVERVIEW

SMALL FIRMS

STEP 1

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STEP 2

Select > PROJECT TYPE

EXAMPLES INCLUDE, but are not limited.

The project type you select is for consideration only. 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.

If your project type is not listed, select "Alternative Projects" and enter the type. Juries will evaluate and may group projects accordingly.

- Adaptive Reuse, Renovation or Historic Preservation
- Institutional & Cultural Facilities
- Commercial
- Educational Facilities
- Residential
- Housing
- Interior Architecture
- Alternative Projects
- Urban Design & Master Planning**

**** For Unbuilt Planning:** Projects initiated within the past 5 years: between January 1, 2020 and December 31, 2025.

STEP 3

Enter > PROJECT INFORMATION

Location, project size, completion date, client name

STEP 4

Upload > PROJECT NARRATIVE

- **250 words maximum**
- Uploaded as a single Word file

This should be embedded within the digital portfolio.

Describe the story of the design: the project's intent, design process, constraints, and outcomes. Include key concepts, decisions, and lessons learned, as well as any relevant team collaboration.

STEP 5

Upload > PROJECT IMPACT STATEMENT

- **150 words maximum**
- Uploaded as a single Word file

This should be embedded within the digital portfolio.

In lieu of the Common App, all entrants must include a brief statement describing how the project reflects the BSA's mission to catalyze collaborative innovation to advance **equity** and **sustainability** in the built environment. This may include, but is not limited to, topics such as accessibility, social responsibility, environmental performance, material choices, community engagement, or resilience.

The statement may take the form of a short paragraph or two bullet points.

STEP 6

Upload > PROJECT PORTFOLIO

- 10 pages maximum
- Uploaded as a single PDF file
- No larger than 25 MB
- File to be named: **ProjectName.pdf**
- File name no longer than 60 characters (including spacing)
- **Do NOT include firm or client name**

- First page must be a title page with project name (this may include images and other text)
- Project narrative and Impact statement should be included within the portfolio
- Do not include the project category
- If the project is a restoration or adaptive reuse project, include at least one image that describes conditions before work began
- Include diagrams, site plans, details, photographs
- Keep captions to a minimum

SMALL FIRMS (CONTINUED)		
STEP 7	Upload > GALLERY & PUBLICITY IMAGES - Up to 10 images (maximum); 5 images minimum - Minimum 2000 pixels wide and 300 dpi - Submit as .jpg, .tif, or .png files Must include photographer credit in file name: 01ProjectName_Photographer.jpg	- Not for jury review - Photographs should not include text - Photographs and annotated site and building plans should be included
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STEP 9	Enter > AFFIRMATION DECLARATION INFORMATION	Not for jury review
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SEE NEXT PAGE FOR UNBUILT PLANNING & DESIGN SUBMISSION OVERVIEW

UNBUILT PLANNING & DESIGN

STEP 1

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STEP 2

Select > PROJECT TYPE

Projects will be reviewed independently within their category

- 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

STEP 3

Enter > PROJECT INFORMATION

- Location
- Project size
- Completion date
- Client name (*required for Planning category*).

STEP 4

Upload > PROJECT NARRATIVE AND IMPACT

- **250 words maximum**
- Uploaded as a single Word file

This should be embedded within the digital boards.

Describe the story of the design: the project's intent, design process, constraints, and outcomes. Include key concepts, decisions, and lessons learned, as well as any relevant team collaboration. Address at least one impact area of accessibility, social responsibility, environmental performance, material choices, community engagement, or resilience, if the project qualifies.

STEP 5

Upload > DIGITAL BOARDS

- no more than 3 20" x 20" digital boards
- Uploaded as a single PDF file
- No larger than 25 MB
- Orientation can be either horizontal or vertical
- File to be named: **ProjectName.pdf**
- File name no longer than 60 characters (including spacing)
- **Do NOT include firm or client name**

- First page must be a title page with project name (this may include images and other text)
- Project narrative should be included within the portfolio
- Do not include the project category
- If the project is a restoration or adaptive reuse project, include at least one image that describes conditions before work began
- Include diagrams, site plans, details, photographs
- Keep captions to a minimum

STEP 6

Upload > GALLERY & PUBLICITY IMAGES

- Up to 10 images (maximum); 5 images minimum
- Minimum 2000 pixels wide and 300 dpi
- Submit as .jpg, .tif, or .png files

Must include photographer credit in file name:
01ProjectName_Photographer.jpg

- Not for jury review
- Photographs should not include text
- Photographs and annotated site and building plans should be included

STEP 7

Enter > DESIGN TEAM/CONSULTANTS INFORMATION

Not for jury review

STEP 8

Enter > Affirmation Declaration information

Not for jury review

STEP 9

COMPLETE PAYMENT
All submission entries and payments are due by the deadline