

GUIDELINES

DEADLINES & SCHEDULE

September 23, 2025 | Submission Registration Form, Entry Fee and Projects must be submitted

Submission upload link will be provided in your registration confirmation email along with completed instructions.

October 21-22, 2025 (tent.) | Jury Deliberations

December 11, 2025 (tent.) | Virtual Design Awards Presentation

ENTRY FEES

Members of AIA New York State: \$275.00 per entry

Non Members: \$405.00 per entry

CANCELLATION POLICY

Design Award Entries may be cancelled up to 5:00 p.m., September 23, 2025, less a \$50.00 administration fee. All cancellations and refund requests must be emailed to clongobardi@aianys.org.

ELIGIBILITY

AIANYS Members | For a design project to be eligible for consideration by the AIANYS Design Awards Jury, the architect must be a registered, licensed architect in New York State. Works of architecture may be located anywhere in the world by AIA New York State members.

Registered, licensed architects who are not members of AIANYS | Design projects by architects who are not members of AIANYS are eligible for consideration by the AIANYS Design Awards Jury. The architects must be licensed, registered architects in New York State. Projects must be located in New York State.

All submitted design projects must have been completed on or after January 1, 2019.

GUIDELINES

CATEGORIES

Residential Single Family Detached

Outstanding residential projects are recognized which demonstrate the best in home design and combine beauty, safety, sustainability, and comfort. Projects are considered for award in TWO specific size subcategories (entrant shall select the relevant subcategory for submission):

- **Smaller Homes** Well-designed homes that **do not exceed 2,500 square feet** of living space.
- **Larger Homes** Well-designed homes that are **over 2,500 square feet** of living space that balance architectural expression, owner requirements, and sustainability.

Multi Family, Multiple Dwellings

Exemplary multifamily housing design projects (i.e., more than two units of housing in a structure) are showcased in this category. Applicable projects include both high- and low-density housing for either public or private clients, affordable housing projects, senior housing, and/or mixed-use projects that include multifamily housing.

Commercial/Industrial

The best of new or renovated commercial and industrial architectural design are celebrated in this category. Any non-residential, non-institutional building with a commercial or industrial primary purpose, including mixed use, can be submitted here. Projects are considered for award in two specific size subcategories (entrant shall select the relevant subcategory for submission):

- **Small Projects** Exemplary commercial / industrial projects that **are less than 5,000 square feet** of usable or rentable space.
- **Large Projects** Exceptional commercial / industrial projects that are **greater than 5,000 square feet** of usable or rentable space.

Institutional

Recognized projects in this category are of any size and represent state-of-the-art facilities and thought leadership in design. Institutional buildings include schools, hospitals, higher education buildings, government facilities, libraries, churches, and similar structures for institutions that serve the public good.

Urban Planning and Design

Recognizing that buildings are rarely isolated from their context and that good results come from collaborative efforts this category showcases the best in urban design, regional and city planning, and community development. Projects may be of any size but submissions should illustrate the context as well as the design solution and the anticipated impact.

Adaptive Reuse/Historic Preservation

Existing buildings that are thoughtfully renovated to be brought back to life with a new use or properly restored to preserve their heritage are the focus of this category. Any building type is eligible, but it must be clear in the submission if this is a new use for the building or if it is a historic preservation undertaking.

GUIDELINES

CATEGORIES (continued)

Interiors

Beautifully designed interior spaces are celebrated in this category showing the innovative and spectacular possibilities of interior architecture in all building types.

Unbuilt Projects

This category acknowledges that some excellent architectural work can be commissioned or completed, but through no fault of the architect, it has not yet been, or may never be built. Practicing emerging architects licensed 10 years or less, are eligible to submit any commissioned architectural work that is not yet built. All other architects are eligible to submit complete commissioned architectural design work that is not yet built or completed. The work may be of any building type.

International Projects

AIA/NYS member architects design notable projects all around the world and this category is meant to recognize some of their best work in locations outside of the United States of America. Any building type or project size is eligible for consideration.

Pro Bono Projects

Architects are known for service to society and many volunteer a significant amount of their time to help non-profit organizations achieve their goals. Projects of any type undertaken in this category for which the licensed architect(s) involved received no financial compensation are eligible for entry with the best ones selected for recognition and award.

Small Firms Design Award

A lot of excellent architectural work is produced by sole practitioners and firms with 10 or less architects employed by the firm. This award is an opportunity for any such New York State firm to submit one or more exemplary projects that are fairly judged against the work of comparable sized firms. Any building type or size is eligible for submission in this category.

Note: The entrant must specify one category for each submission at the time the project is uploaded. If entrant wishes to submit the same project in multiple categories, you will need to purchase additional entries.

GUIDELINES

ELECTRONIC SUBMISSION REQUIREMENTS

General Information

All materials including images, project questions, required forms, must be submitted electronically via our submission website. An upload link will be sent with your payment confirmation. All fillable forms will be available for download within the submission site. If you have any questions or problems, please contact Cara Longobardi at clongobardi@aianys.org.

Submission Items

This presentation is what the jury will see; with the exception the project information page, and photographers release form. The firm name, architect's name previous awards, or any other identifying information cannot appear anywhere in your Narrative, Project Questions or any photos. **This includes file names. Any submissions containing identifying information in the jury documents will be disqualified.**

Photographer's Release Form | [downloadable form to fill out](#)

If you used more than one photographer, we will need a photo release form for each. Photo release forms must be included with your other information uploaded. AIANYS may resize images to meet publication needs, but will not alter or modify the images. **Submitted images must be no larger than 1MB.** We will contact you for larger images should your project receive an award. You may download the [form here](#).

Project Information Sheet | **Saved as "Word" document**

On the entrant's letterhead, identify the architect(s), city, state of the architect, and full design and construction credits.

Credits listed must include name and address of all design firm(s) and **persons substantially contributing to the design of the project**; client's name; contractor's and/or construction manager's name(s); firm name and address/e-mail addresses of consultant(s); and project's name and location and photo credits listed in the manner desired to appear on a citation or photo caption. **Make sure the company name and submitting architect is included.**

Narrative

The project name and location, completion date, category and narrative description. The narrative should be a description of your project and 300 words or less. It must be completely anonymous. The firm name, architect's name or previous awards cannot appear or entry will be disqualified. You will insert the text directly into the submission site.

GUIDELINES

PROJECT QUESTIONS

This must be completely anonymous, firm name, architect's name or previous awards cannot appear or will be disqualified. You will insert the text directly into the submission site. Indicate your separate responses to the following questions:

**What were you asked to do by the client?*

**What were the agreed upon goals of the project?*

**How did the completed project address these goals?*

**How did you address the design problem(s)?*

**How does the architecture of your project affect the community?*

Site Plans, floor plan(s), and project images (Up to 10 of each) – Saved as .jpg format with project name and numbered.

Insert the site plan, at a small scale, floor plan(s), elevations, sections **and** up to ten (10) images of the project in color or black and white photographs showing exterior and interior views. Photographs must be a minimum of 72 dpi resolution. **Multiple images per page are not permitted. The project images should not include text or captions on the image itself. Text or captions may result in disqualification.** Images must be no larger than 1 MB. Recipients will be asked to submit high resolution images separately.

By submitting a project for consideration, the submitting architect represents and warrants to AIA New York State that he or she has provided a complete list of all those substantially contributing to the design of the project.

Failure to provide a complete list may result in disqualification and/or a referral of the matter to the appropriate ethics body of the national office of the AIA. The AIANYS accepts no responsibility for incomplete lists.

If any of the above is not included in the entry at time of submission, the entry will be disqualified.

LIABILITY

AIA New York State assumes no liability for original drawings and submission materials or loss or damage to any part of the submission. AIA New York State retains the right to reproduce any of the submission materials in its publication, educational programs and websites. By making a submission, the entrant agrees that the information contained in the submission is correct and complete, and that the entrant will hold harmless AIA New York State for any and all damage arising out of the use of the information contained herein. Any errors or omissions are the complete responsibility of the entrant.

2025 AIANYS JURY

To be announced