

# ACHA Legacy Project Award

## General Submission Requirements

### Approvals and Fees

Entrants are responsible to secure the copyrights for photos (identify and acknowledge photographers), digital images, and/or plans, project descriptions, cost and area data, team members, or any other pertinent information required for submission or ultimate publication. Entrants are responsible for any royalties or copyright photography fees. Entrants must have the owner's written approval to submit the project prior to registration and/or submission. Owners must be informed of and approve of potential site visits and the significant recognition in the media should the project receive an award. The ACHA shall not be responsible for any fees which an owner may otherwise charge for touring the facility.

A non-refundable entry fee of \$300 (Early Bird fee) or \$500 (regular fee) must be paid online as a means of registering the project for submission. Registration and electronic submission of the project information can be completed separately or in conjunction with the entry fee. If a registered project is not ultimately submitted, no fee refunds shall be provided. Please be judicious in your pursuit of this award.

If your submission is chosen by the jury to receive the Legacy Award recognition, you will be required to provide high-resolution graphical images of photos, plans, sections, etc. at your own cost. The public announcement of the winning project will be made at a national spring conference. A representative of the architectural firm and the owner must participate in person in the award presentation and discussion of the project. The production of a slideshow or short (4-5 minute) video describing various aspects of the project will be required, similar to the inaugural presentation viewable on the [ACHA video channel](#). The costs of such presentation preparations, travel, etc. are all the responsibilities of the awardee.

All submission materials become the property of the ACHA, and may be used in various forms to promote excellent planning and design, solely at the discretion of the ACHA.

An award winner must execute a firm publicity license for the use of the ACHA logo, images, videos, etc.

**Entries must be submitted by or before the deadline.** The submission deadline date will be strictly observed; no exceptions will be made. No entry fee will be refunded for entries that are disqualified, late, or incomplete.

The submission process has three distinct parts:

1. Registration: This may happen at any time after the annual announcement of the Legacy Award and prior to the entry deadline. This step requires filling out basic information about the project. Online registration is available [here](#).
2. Payment: A registration fee is required to complete the registration. This is transacted through a secure section of the ACHA website. Consideration of the applicant's submittal will only proceed after the registration fee is received. The payment link is available [here](#).
3. Submission: The submission requirements are identified below in this and other documents. The submission must be complete and paired to your registration by the submission deadline.

Incomplete submittals shall not be considered. After you pay the registration fee, you will receive instructions on how to upload your submission.

### [Submission Data](#)

See following pages for specific submission data.

### [File Uploading](#)

You are responsible for checking that the file you upload can be opened and viewed as intended in any web browser, as this will be the distribution medium for the jury.

Your submission must include the required items as one PDF file no larger than 10 Mb.

Do not use your name, your firm name, or firm logo in the file nomenclature, or in the graphic components of the submission. Doing so will automatically disqualify the submission.

# ACHA Legacy Project Award

Please note that when crediting Honor Award recipients in publications and citations, it is the policy of the American College of Healthcare Architects to list only the Architect of Record and any Design Associate firms involved with the project, but not individuals.

## Nominator

- Individual Name / Title / ACHA Certificate Number
- Nominator's Relationship to the Nominated Project
- Firm Name
- Address Line 1
- Address Line 2
- City
- State
- Province (Outside US)
- Zip / Postal Code
- Country
- Contact Telephone
- Contact Email

## Current Owner

- Individual Name / Title
- Organization Name
- Address Line 1
- Address Line 2
- City
- State
- Province (Outside US)
- Zip / Postal Code
- Country
- Contact Telephone
- Contact Email

## Architect of Record

- Individual of Prime Responsibility Name / Title
- Organization Name
- Address Line 1
- Address Line 2
- City
- State
- Province (Outside US)
- Zip / Postal Code
- Country
- Contact Telephone
- Contact Email

## Associate Design Firm(s)

It is the policy of the American College of Healthcare Architects to recognize high levels of collaboration between all members of the design team. Submittals are required to be made by ACHA certified Architects, who must faithfully, completely and accurately list all other firms or organizations - Architects, Interior Designers, Landscape Architects, Programmers, Planners and Engineers - who were part of the project team, including the Owner. Clearly indicate any collaboration, and the role(s) of the key team members.

- Individual of Prime Responsibility Name / Title
- Organization Name
- Address Line 1
- Address Line 2
- City
- State
- Province (Outside US)
- Zip / Postal Code
- Country
- Contact Telephone
- Contact Email

## Project Information

- Name of Project
- Project Address
- City
- State
- Province (Outside US)
- Zip / Postal Code
- Country
- Substantial Completion Date/  
Occupancy Date

## Contractor

- Individual of Prime Responsibility  
Name/Title
- Organization Name
- Address Line 1
- Address Line 2
- City, State / Province
- Zip / Postal Code
- Country
- Contact Telephone
- Contact Email

## Certification

By registering, I certify the accuracy of the information supplied in this document forms, and have secured all necessary approvals and legal safeguards required. I further certify that I have had no contact with any juror or committee member regarding this submission, and in no way have attempted to influence the outcome of this Award.

# ACHA Legacy Project Award

## Online Submission FAQ

### Who is allowed to nominate for the Legacy Award?

Any ACHA Certificant, Fellow or Emeritus may nominate projects.

### What is the submittal deadline?

The submission deadline is **June 1 at 3:00 p.m. CDT**. All materials must be received and logged at the offices of the American College of Healthcare Architects.

### How do I submit?

Only electronic submissions will be allowed. You will receive upload instructions once you pay the registration fee. A single PDF must be uploaded to the designated site by the submittal deadline. Since the submission is likely to be graphically intensive and result in a large file size, PDF files up to 10Mb are allowed. Please verify that your PDF displays correctly within web browsers, as this is the means by which the jury will view and judge the submissions. Specific submission criteria are described on the website.

### How do I know my submission has been received?

Upon submitting your entry you will receive an electronic message stating that you are able to edit your submission until the deadline date. You should make sure your uploaded PDF file can be opened from the submission site prior to the deadline.

### What if I want to make changes after I have completed my submission?

You can edit your submission up to the deadline date and time.

### What if I cannot upload an attachment?

First, make sure the file you are uploading is in a PDF format. This is the only type of file able to be uploaded so that we can maintain cross platform compatibility with a variety of computer operating systems.

### What if I have a PDF file and am still not able to upload the attachment?

All files to be uploaded must be smaller than 10Mb. Please check that your file meets these requirements. The system will not allow anything larger for the jurors' convenience, time requirements, and server space.

### What if I am not capable of converting a file to a PDF?

Most copy centers and local libraries can help you convert your files.

### Can I contact any juror or committee member about my submission?

You are prohibited from contacting any juror or committee member about your submission. Failure to comply will lead to immediate disqualification.

### What if I change my mind and do not want to submit?

The decision to submit your application should be made very carefully before you enter the payment information. Once you have entered your credit card information and click “save and continue,” you will be charged and no refunds will be issued.