

22

OAA
AWARDS

CALL FOR ENTRIES

EXTENDED DEADLINE: JAN. 17.22



Online Nomination Walkthrough 2022 OAA Awards

Step 1: Create Account Profile


You'll need to provide a contact name, mailing address, phone, and email address. You'll have the opportunity to assign an "administrative assistant" to be copied on all submission emails. The nominator's company name and profession/title also need to be entered during this step.

Step 2: Start New Application

You'll need to enter the nominee's name and select the award category for which you are submitting the nomination (1 of 6 options). All the OAA Award categories are listed in a drop-down menu, and a description is available for each award by clicking the "view descriptions of the categories here" link within the form.

After completing this step, you'll be taken to a page containing a task list with various sections. As you complete the sections of the form, a green checkmark will indicate completion. Once all tasks are complete, you can preview your nomination before clicking "submit" to finalize your nomination. You may leave and come back to the nomination at any time before finalizing and submitting it.

The task list looks like this:


TASK LIST
Save Nomination

Please click on each task below to enter the requested information.

Once completed, the task will then appear with a large green check mark.

NOTE: All Submissions will be reviewed to confirm eligibility and completeness. Any ineligible or incomplete submissions will be disqualified.

[Click here to view descriptions of the Award categories.](#)






[Test Project](#)

Submission ID: 1132359

Award Category: Design Excellence

Submission Status: Active

Submission was successfully updated on Wednesday, October 20, 2021, 1:00 PM

- 
1. Eligibility Verification
 Last Updated Friday, October 15, 2021, 9:36 AM
[Click here to complete Eligibility Verification.](#)
- 
2. Credit of Authorship
 Last Updated Friday, October 15, 2021, 9:36 AM
 Please complete the Credit of Authorship details.
- 
3. Credit of Authorship Practice Details
 Last Updated Friday, October 15, 2021, 9:36 AM
[Click here to add all practices involved in the project.](#)
- 
4. Project Information
 Last Updated Friday, October 15, 2021, 9:36 AM
 Please provide the Project Information in this section.
- 
5. Detailed Description of the Project
 Last Updated Friday, October 15, 2021, 9:36 AM
 Please complete a detailed description of the scope of work and illustrate how the project responds to the five criteria below.
- 
6. Sustainable Design
 Last Updated Friday, October 15, 2021, 9:36 AM
 Complete additional questions related to the sustainability of the project. If any questions do not apply to your project, simply type or select N/A when required to complete the task.
- 
7. Sustainable Design Uploads (these metrics will be shown to the jury, where provided)
 Last Updated Friday, October 15, 2021, 9:36 AM
 Upload applicable PDF files to illustrate sustainable metrics of the project.

Step 3: Complete the sections of the Task List for your Award Category

Task lists will vary depending on the award category to which you are submitting. The example provided below is for the **Design Excellence** Category:

1. Eligibility Verification

Complete questions to verify that all eligibility requirements have been met.

2. Credit of Authorship

Complete to identify if the project was a joint venture and to confirm all the authors/practices involved in the project.

3. Credit of Authorship Practice Details

List all practices involved in the project. You will be adding both the practice's name and also a contact. Click the "Save Practice" button at the top of the page once complete.

4. Project Information

Include information concerning the project's name, date of completion, location, and value.

5. Detailed Description of the Project

Complete a detailed description of the scope of work and illustrate how the project responds to the five awards criteria.

6. Sustainable Design

Complete additional questions related to the sustainability of the project. If any questions do not apply to your project, simply type or select N/A when required to complete the task. Please note supplying Energy Use Intensity (EUI) metrics is mandatory for many project types in the Design Excellence program, with certain exceptions noted. The OAA now offers a free calculator at [TEUI.ca](https://www.oaa.ca/teui). A tutorial on its use can be viewed by [clicking here](#).

7. Sustainable Design Upload

Upload applicable PDF files to illustrate the sustainable design criteria of the project. If not applicable to your project, complete first question to opt out.

8. Upload Images / Electronic Files

Using the tool built into the form, upload your project images and drawings. (site plan and five to 10 images). Please include interior and exterior views of the project. **Note:** The Ontario Association of Architects reserves the right to use submitted images for promotional purposes.

As anonymity is no longer a requirement for Design Excellence submissions, the name/logo of the architect/practice can now appear in images, photo credits, and description text.

Preferred Specifications:

300 dpi @ 8" x 10" JPEG, PNG, EPS, or TIFF

9. Optional Video Upload

Complete this task to add a video if applicable. If you do not have a video, please check the box to opt out.

Video file types accepted include mp4, avi, mov, and mpg.

10. Nomination Fee

Please confirm payment method for \$100 submission fee. Options include: cheque, credit card, online or telephone banking. For online and telephone banking, set up “Ontario Association of Architects” as a payee. (“Ontario Association Architect,” if you are with CIBC). For your account number, use your OAA ID associated with the submission individual or group, this could be your Individual ID or Practice ID. To pay by credit card or Interac online click [here](#) for the OAA Store. Please note there is a non-refundable 2.5% convenience fee for credit card payments. Mail cheques to: 111 Moatfield Drive, Toronto, ON M3B 3L6

All payments must be received by no later than 10 business days from the submission date.

Note: If you have not completed the nomination, you may save it and come back to the nomination at any time before finalizing and submitting.

Step 4: Submit your Nomination by Monday, January 10, 2022

For assistance with your nomination, contact Administrator, Website & Communications, [Tamara King](#). If you experience technical difficulty with the submission site, contact [Technical Support](#) at 1-877-426-6323.