



IDP Outstanding Firm Awards Program

WORKSHEET B

To qualify for the IDP Outstanding Firm Award, each firm must first meet the 12 criteria outlined in Worksheet A and demonstrate their outstanding practices by completing statements in three of the five program categories outlined in Worksheet B. Firms are permitted to submit up to six statements: one in each category and one “other.” The “other” statement may be a second outstanding practice in one of the five categories or one that lies outside of the outlined categories (e.g., research or outreach). The “other” statement does not count as one of the three required. Each category statement will be considered for submission to AIA Best Practices.

AIA Best Practices represent the collective wisdom of AIA members. They are a compendium of practical knowledge acquired by AIA members in the real world of architecture practice—knowledge gained from experience, immediately applicable to a task at hand. [Learn more about AIA Best Practices.](#)

For assistance and to view examples, visit the [AIA Best Practices page on the awards Web site.](#)

Category Statement/Best Practices Outline

This worksheet and the application require a title, summary, statement, and conclusion for each category statement. (These are the elements of every AIA Best Practice.)

- **Title.** Make this explanatory, so people scanning the list of Best Practices on the AIA Web site will clearly understand your topic (e.g., Firm Supports Protégés through Inclusive Mentorship or Small Firms Collaborate to Provide Interns with Supplementary Education).
- **Summary.** This paragraph should highlight the programmatic ways your firm is outstanding in that category. The summary should be approximately 50 words in length.
- **Statement.** The body of your statement should describe in detail the steps used to carry out your firm’s efforts in that category: its organization, leadership, and evaluation. Any significant means of funding or partnering should be explained. The statement should be between 500–1,000 words. Submissions longer than this may result in disqualification due to the significant editing required to disseminate the statement into an AIA Best Practice.
- **Conclusion.** Wrap up by explaining how others might adapt your practice or program under similar (rather than identical) circumstances. The conclusion should be approximately 100 words.

Supporting Materials

Your firm is encouraged to submit supporting materials as a means of illustrating outstanding practices. Some examples are handouts, schedules, and firm created intern resources. The supporting materials will only be used in the jury process and will not be



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made public. Any textual content included in the supporting materials should not be a duplication of the category statements. The supporting materials must be

- Submitted as one PDF document
- No more than five megabytes in size and 10 lettersized pages
- Emailed to idpfirmaward@aia.org before the deadline



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This category statement is eligible for one of the three required.

Category 1: Mentoring Title



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This category statement is eligible for one of the three required.

Category 2: Supervising Title



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This category statement is eligible for one of the three required.

Category 3: Training Opportunities Title



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This category statement is eligible for one of the three required.

Category 4: Commitment to the IDP Title



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This category statement is eligible for one of the three required.

Category 5: ARE Support Title



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This category statement is not eligible for one of the three required. It can, however, supplement the application just as completing the two additional category statements will. For assistance please visit the [AIA Best Practices page on the awards Web site](#).

Category 6: Other Outstanding Practices Title

Summary

Statement (word limit range: 500–1,000 words)

Conclusion