



2024 CWA Gertrude Lempp Kerbis Award Submission Guidelines

Chicago Women in Architecture [CWA] is a not-for-profit, volunteer organization that exists as a forum for women in Architecture and related professions. Each year Chicago Women in Architecture awards a scholarship to a female student in the last year of their studies, with an outstanding Design Studio Project. The Award is awarded at the annual CWA Spring Brunch, where the author presents their winning entry.

Eligibility

Applicants must be female architecture students scheduled to graduate in the 2023-2024 Academic Year (December 2023 or May 2024) with a M. Arch or a five-year B. Arch Degree from a NAAB Accredited Architecture Program from the following schools. There is no limit of student submission per school.

Eligible Institutions

Illinois Institute of Technology
Judson University
The School of the Art Institute of Chicago
Southern Illinois University Carbondale
University of Illinois at Chicago
University of Illinois at Urbana-Champaign
University of Wisconsin – Milwaukee
Ball State University
University of Notre Dame

Schedule

Registration Opens	October 10, 2023
Submission Deadline	January 8, 2024
Winner Announcement	CWA Spring Brunch* - April 2024, date TBD

**Winners are expected to keep this date open in order to accept the award personally*

Jury

Jury team will be composed of CWA Executive Board members, CWA Board of Directors members, and recognized architecture practitioners.

Awards

CWA will award \$5000 in Awards this year. Winners will also receive a one-year membership to Chicago Women in Architecture, along with tickets for the CWA Spring Brunch. The winning project will be featured in detail on the CWA website.

- **First Prize: \$ 3,000**
- **Runner Up(s): Total of \$2,000***

**It is the discretion of the jury to determine the number of runner ups. The total amount of the award will be divided between the runner up(s).*

ENTRY REQUIREMENTS

Registration Number

The registration form is available at the following link and can also be found on the Scholarship section of CWA website www.cwarch.org. There is no fee to register. You will see your ID# on the last page of the registration form. Please save this number for your records.



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Submission requirements

Please read the following information carefully as it contains important information. The following **digital materials** are required from each candidate:

A. Registration form: to be filled out online on <https://cwarch.org/gertrude-lempp-kerbis-prize/register/>

- a. Applicant contact information
- b. Project Title
- c. Project Location

B. Design Project

- a. Project Summary (500 words): include project goals, the objectives and problems present and the design solutions. Please fill out the **Project Summary** pdf found on our website.
- b. Project Proposal (Not to exceed four (4) 11x17 pages): This can include site plans, proposed plans, sections, elevations, renderings, and/or program diagrams.
- c. For a group project: Projects developed as part of a group may be submitted with the following options.
 - Option (1): If all members of the group are female students in their last year of a NAAB-accredited degree at an eligible institution, you can submit the design project as a team. Please fill out one registration form, including information for all group members in the spaces provided. The award will be divided between the team members.
 - Option (2): If you elect to submit the group project by yourself, please note that the work presented must be substantially that of the Applicant, and the Project Explanation shall also detail the specific role within the group the Applicant played. Also include the **Group Work Memorandum** from each of the team members. This form can be found on our website.

C. Resume (1-page limit) to be included as a part of the final submission with ID# at the top of the resume in place of the Applicant's name. The Applicant's name should not be included in this document. Please include the following:

- a. **Education:** Name of accredited university currently attending, GPA, anticipated graduation date
- b. **Extracurricular Activities:** Memberships and affiliations, public service, volunteer experience
- c. **Recognition:** Honors and awards

D. Letter of Recommendation (1-page limit):

- a. One Letter of Recommendation is required, but additional letters may be submitted.
- b. Academic letters of recommendation from professors or administrators should specify the program and expected graduation date of the Applicant.
- c. The letter of recommendation should be named #ID_XXX_LOR_RN.pdf where XXX is the numeric ID you receive from CWA and RN is the name of the recommender.

Letters of Recommendation: All letters of recommendation should be emailed to scholarship@cwarch.org with the ID# of the Applicant on the email subject line. The contents of the letters do not need to be anonymized. All digital forms of letters of recommendation must originate directly from the institution or company of the recommender and should be PDFs.

In the event that there is no access to internet or email, the letter of recommendation can be mailed directly to the address below. The letter should be in a sealed envelope with the ID# on the exterior and should be mailed to the following address, postmarked no later than 01/08/2024.

Kaylee Tucker
Wiss, Janney, Elstner Associates, Inc.
10 South LaSalle Street, Suite 2600
Chicago, IL 60603



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Submission Process

- Fill out the Registration Form on the CWA website to receive the ID number: <https://cwarch.org/gertrude-lempp-kerbis-prize/register/>
- You will receive an email from the Scholarship Committee with a link to upload your documents.
- Each project submission must be ONE single PDF file combining all the separate pages of the application in the following order:
 - Project Statement
 - Resume
 - Project Files
- Provide the #ID number^[1] in the lower right-hand corner of each page of the application materials.
- Submitted project files should bear no graphic that would identify the author(s) such as names, university logos, etc.
- The file should be named #ID_XXX_package.pdf, where XXX is the numeric ID number that you receive from CWA.
- If you are submitting a group project without all members (Option 2), please submit an additional PDF with all **Group Work Memorandums**. This document should be named “#ID_XXX_Memorandum” where XXX is the numeric ID number that you receive from CWA.
- Recommenders should submit their letters directly to scholarship@cwarch.org using the conventions above.

Submissions

Upload submission via the online link on or before 01/08/2024

Questions?

Please check our [FAQ](#) page for commonly asked questions. If you need additional assistance, please submit questions to scholarship@cwarch.org. For updates please visit our website www.cwarch.org or follow us on Instagram at [@chicagowomeninarchitecture](https://www.instagram.com/chicagowomeninarchitecture)

^[1] You will receive this ID number after filling out the registration form. Please retain the ID number for your records.