



2025 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 studies, with an outstanding Design Studio Project. The Award is awarded at the annual CWA Spring Brunch, where her author presents the winning entry.

Eligibility

Applicants must be female architecture students scheduled to graduate in the 2024-2025 Academic Year (December 2024, May 2025, August 2025) 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 1st, 2024
Submission Deadline	January 10th, 2025
Winner Announcement	CWA Spring Brunch* - April 2024, date TBD

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

Jury

Jury team will be composed by 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. It is up to the discretion of the jury to determine the number of runner ups and the award amount for all winners.



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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 need to submit this form and email a screenshot of the final page with you ID# to scholarship@cwarch.org in order to receive instructions on how to submit your documents.

Submission Requirements

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

A. Registration form: to be filled out online on www.cwarch.org [link](#)

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

B. Design Project

- a. Project Statement (500 words): include project goals, the objectives and problems present and the design solutions. Please fill out the Project Statement pdf found on our website.
- b. Project Proposal (Not to exceed four (4) 11x17 pages): This can include site plans, proposed plans, sections, elevations, renders, 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 comprised of 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.
 - i. If digital signatures contain a certificate, the applicant can submit the memorandum directly. If this is the case, please submit these forms as ONE pdf named #ID_XXX_GWM.pdf where XXX is the numeric ID you receive from CWA.
 - ii. If not, the memorandum must be sent via email to CWA by the teammate, with the name #ID_XXX_GWM_TM.pdf where where XXX is the numeric ID you receive from CWA and TM is the name of the teammate.

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 should not be included. 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



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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, it is allowed to have the letter of recommendation 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 01/10/2025.

Kaylee Tucker

Wiss, Janney, Elstner Associates, Inc.

10 South LaSalle Street, Suite 2600

Chicago, IL 60603

Submission Process

- Fill out the Registration Form on the CWA website to receive the ID number: [GLK Prize Registration \(qualtrics.com\)](#)
 - You will receive an ID number and link to upload your documents via email within **3 business days**. If you have not received information after this time, please email us to ensure that your application was received.
- 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
- Submitted presentation material should bear no graphic that would identify the author(s) such as names, university logos, etc. Provide the #ID number in the lower right-hand corner of each page of the application materials.
- 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



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Upload submission via the online link on or before 01/10/2025

Questions?

Please submit questions to scholarship@cwarch.org. For updates please visit our website www.cwarch.org or follow us on twitter [@chiwomenarch](https://twitter.com/chiwomenarch)