



2019 SCUP EXCELLENCE IN PLANNING AWARD

SUBMISSION GUIDELINES

The submission is limited to a total of 11 pages (8.5" x 11"). Include the project details on the first page of the submission. Complete the submission with the required graphic elements, response to items 3–6, and the institutional statement (mandatory.) Integrate additional images and graphics (other than the required graphic elements) into your answers to the questions, placing no more than three images on a page. Submit as a PDF.

1. PROJECT DETAILS

Category:

- New Campus
- Existing Campus
- District or Campus Component

Project name:

Institution name/location:

Institution type (public, private, research, community college):

Campus size (students, faculty, staff):

Project completion date:

Building area (gross square feet) **and site area** (acres) **affected by the project:**

2. REQUIRED GRAPHIC ELEMENTS

Provide site plan showing how the project fits into its campus context.

Provide illustrative plan showing the project area.

3. SCOPE OF THE PROJECT (100 WORDS MAXIMUM)

Describe the project's purpose, goals and objectives.

4. INTEGRATED PLANNING PROCESS (200 WORDS MAXIMUM)

[Integrated Planning is a sustainable approach to planning that builds relationships, aligns the institution, and emphasizes preparedness for change. How did the project engage multiple stakeholder groups in the design process, leverage the institutional strategic plan, align the academic vision of the institution with institutional resources, and build relationships across campus and the local community?]

Describe the planning and design process, the tangible outcomes related to the formulation and completion of the project, and any other factors that made the project unique or innovative.

- » Was both the process and the outcome of your project integrative? Provide evidence or examples. [Did the project build connections between stakeholders? Is the project a physical representation of the mission of the institution? How does the project advance teaching and learning on campus? In what other ways did the project create sustainable relationships on campus, align disparate divisions of the institution, and position the institution to respond to the changing landscape of higher education?]
- » For your response on process, please describe how the project was collaborative, open, and inclusive.
- » For your response on outcome, please describe how the project aligns to the institutional vision, direction, or priorities, and how the campus community will benefit from the outcomes of your work.



5. RESULTS (200 WORDS MAXIMUM)

Describe how the completed project meets/exceeds the expectations of the client, and supports the mission and planning goals of the institution.

6. CHOOSE AND DESCRIBE THE FIVE MOST IMPORTANT ISSUES THAT DROVE PROJECT DECISION-MAKING. (LIMIT RESPONSE TO NO MORE THAN 100 WORDS FOR EACH ONE.)

- » Academic program requirements
- » Accessibility requirements, safety, security
- » Architectural and open space design heritage
- » Circulation, parking, traffic, and public transportation
- » Fulfilling the mission of the institution
- » Historic resource issues—buildings, grounds
- » Image and identity enhancement
- » Infrastructure requirements
- » Master plan implementation
- » Mixed uses, combining uses, building/land use innovation
- » Open space and pedestrian circulation
- » Planning process
- » Space utilization
- » Student life and support services
- » Sustainability—energy use, green building issues
- » Technology
- » Town/gown relationships
- » Other

7. INSTITUTIONAL STATEMENT

This one-page statement must be prepared and signed by an institutional representative and be on the institution's letterhead. It should be addressed, "To 2019 Awards Jury." Names of any and all consultants should be concealed. Refer to them as "the consultant, the team, the project manager, the landscape architect, the engineer, etc." The consultant should review this letter and mark out any references that are inadvertently included before scanning and including it in their submittal. The statement should describe or explain the following:

- » Describe the project in relation to the academic and/or student life requirements and the overall physical campus plan.
- » How does the landscape design and plan meet the institutional vision and mission?
- » How does it respond to or plan for campus heritage?
- » Why should it receive award recognition?
- » Include any additional or noteworthy information.
- » Explain any unique event or relationship with the project team that occurred during the project, if applicable.