

63RD GRAMMYS® BASIC GUIDELINES

For more specific information, please refer to the **RESOURCE** buttons on the **Online Entry site**.

ELIGIBILITY PERIOD: Sept. 1, 2019, through Aug. 31, 2020

Recordings must be commercially released, nationally distributed and available from any date within the eligibility period through at least the date of the current year's voting deadline (final ballot). Tracks from an album released during the previous eligibility period may be entered in certain categories — provided the track was not entered in any category the previous year and provided the album did not win a GRAMMY®.

RELEASE DATE: Street Date/In-Store Date. Recordings (albums/singles) must be available to the public as stand-alone purchases or streams, audio-only (exceptions: opera, immersive audio and music video/film) by Aug. 31. Product must be available for sale on a nationwide basis in the United States (general distribution, see below). Imports are not eligible.

GENERAL DISTRIBUTION: Is defined as the broad release of a recording, available nationwide via brick and mortar, third-party online retailers and/or streaming services. "Streaming services" is defined as paid subscription, full catalog, on-demand streaming/limited download services that have existed as such within the United States for at least one full year as of the submission deadline. All recordings entered must have an assigned ISRC.

DIGITAL RECORDINGS: Downloads/streams must be available on a nationwide basis; both the original file and the product (when applicable) sent to the Recording Academy™ must have quality comparable at least to 16 bit 44.1 kHz; copy of label credits (producer, mixer, songwriter, etc.) must be included in the required metadata file; product (when applicable) and all requested documentation (including a list of retailers/streaming services) must be provided to the Academy; online release date must be verifiable.

(NOT ELIGIBLE: Digital recordings that are considered "advance" sales, but are not otherwise available by the eligibility deadline.)

AUTHORIZED RECORDINGS: Recordings must be non-infringing, original works of authorship. To the extent a recording embodies in whole or in part the copyrighted work of a third party, appropriate authorization to use and incorporate such copyrighted work must have been obtained. If allegations are made that a recording is unauthorized and does not meet these criteria, the Academy will consider the allegations and determine, in its sole discretion, the eligibility of such recording.

NEW RECORDINGS: The Recording Academy defines "new recordings" as material that has been recorded within five (5) years of the release date and not previously released.

- Albums must contain at least 51% playing time of new recordings and previously unreleased material. **Please check the recording dates on product before entering to avoid disqualification.**
- The only categories that allow entries not newly recorded are Best Historical Album, Best Compilation Soundtrack Album, Best Immersive Audio Album (if multichannel mix is new), Best Remixed Recording (if remix is new), Best Recording Package (if package is new), Best Album Notes (if notes are new), and certain multidisc set releases in the Classical Field.

ALBUM DEFINITION: For purposes of eligibility, an ALBUM must contain at least five tracks (different songs, not different mixes) and have a total playing time of at least 15 minutes or it may have any number of tracks if the total playing time is at least 30 minutes.

- The same album may be entered in various categories. For example, Album Of The Year, Best New Artist, Best Pop Vocal Album (a specialized genre category), Album Notes, Best Engineered Recording, and Producer Of The Year. Note, however, that an album is eligible in only ONE category in the specialized genre fields. The screening committee will determine if it's in the appropriate category.
- Albums entered in most categories in a specialized genre field must consist of 51% or more playing time of the specified genre. Albums of mixed genre may be entered in Album Of The Year.
- Sampler albums or albums that are a compilation of tracks from other currently released albums are not eligible.
- Various Artists albums (tribute albums, field recordings, etc.) are eligible in appropriate album categories.

TRACK DEFINITION: A TRACK is a recording on an album. It is not a separate entity. Therefore, if you are entering a track, it will have the same release date as the album and the same UPC number.

- The same track may be entered in various categories. For example, Record Of The Year, Song Of The Year, Best New Artist, Best Country Solo Performance (a specialized genre category), Best Country Song, and Best Arrangement Instruments And Vocals. Note, however, that a track is eligible in only ONE performance category in the specialized genre fields. (Song categories are not considered "performance" categories.) The Screening Committee will determine if it's in the appropriate category.
- Tracks from an album released during last year's eligibility period are eligible in the American Roots Music, Country, Dance, Gospel, Pop, R&B, Rap, and Rock Fields, and in Record Of The Year, provided the track was not entered the previous year and provided the album did not win a GRAMMY.
- Tracks from an album released during last year's eligibility period are **not eligible** in Improvised Jazz Solo, Composing/Arranging, Song For Visual Media, Remixed Recording, Producer Of The Year or any classical categories.

SINGLE DEFINITION: A SINGLE is defined by the Recording Academy as a commercially released recording that is a separate entity and has been released for sale separately from the album (promotional or radio singles do not qualify as singles). The single should have a different release date and a different UPC number from the album.

- A SINGLE should be entered (instead of a TRACK) only if it is a different version/mix from the album track (featuring additional vocalists, etc.) or if it is being released **for sale** in advance of the album. Please note, however, that **only one version/mix of a recording is eligible**. The Academy will use the original album version for screening and verification unless specifically instructed otherwise when entered.
- If a different version/mix of a recording by a solo artist features a guest artist, final determination of which mix is used will be made by the record label releasing the original artist version.

REMIXED RECORDINGS: Remixes of recordings released in a previous eligibility year are not eligible in any category except Best Remixed Recording.

GENERAL TIPS

NUMBER OF ENTRIES: Please use the highest discretion when determining the number of entries submitted. Remember that entering more than one recording for the same artist in the same category may split the vote for that artist during the balloting process.

COMPANY VS. MEMBER ENTRIES: If you are a Member of the Recording Academy who also submits entries as a label representative, please do not duplicate the label entries when you receive your personal Member entry information. The Academy makes no distinction between Company and Member entries. Duplicate entries will be voided.

ENTRIES VS. NOMINATIONS: Entries are NOT nominations.

- The Online Entry Process (OEP) is not a voting process. Entries are submissions to be considered for nomination by the Recording Academy Voting membership.
- Entries are not votes. Only one entry of the same recording in the same category is necessary (More than one entry of the same recording in the same category is considered a duplicate and will be voided.)

TIMELINES: Please pay attention to the OEP timetable. If you have not final submitted your entries to the GRAMMY site by the cutoff dates, your entries will not be processed.

PRODUCT: Please pay attention to your confirmation email during your final submission process. This email will indicate how many total pieces of product (when applicable) are required for all categories submitted. Without **your commercially released, required product or streaming link**, your entries cannot be screened or verified, which will result in disqualifications.

HELP: The Awards Department is here to help. If you have any questions regarding eligibility or categories, please call us before you make your entries at **877.637.6816**.

COMMON REASONS FOR DISQUALIFICATION:

- The same Album/Track/Single was entered in a previous year.
- The product is not a new recording (see above guidelines).
- Required commercially released product (when applicable) or streaming link not received by the Recording Academy by the deadline.
- Product was released outside of the current eligibility year (see above guidelines).
- Product was not released in the United States (imports are not eligible).

PLEASE REVIEW ALL GUIDELINES BEFORE ENTERING AND REVIEW YOUR ENTRIES BEFORE YOU FINAL SUBMIT.