



The Clare Boothe Luce Program

Proposal Guidelines for Invited Colleges and Universities

The Clare Boothe Luce (CBL) Program strives to increase the participation of women in the sciences and engineering at every level of higher education and to serve as a catalyst for colleges and universities to be proactive in their own efforts toward this goal. The CBL Program is the single largest private source of funding for women in science and engineering. In its first 25 years, the CBL program has awarded grants totaling over \$150 million.

Clare Boothe Luce (1903-1987) was a remarkable woman whose career spanned seven decades and included many professional interests: journalism, politics, the theater, diplomacy, and intelligence. Under the terms of her will, she chose to establish a legacy that would benefit current and future generations of women with talent and ambition in areas where they continue to be extremely underrepresented—the sciences and engineering.

In establishing the program, Mrs. Luce designated as its administrator the Henry Luce Foundation, established in 1936 by her husband, Henry R. Luce, co-founder and editor in chief of Time, Inc. Grants to colleges and universities are made to support women in one of three stages: 1) undergraduate, 2) graduate, and 3) beginning tenure-track faculty appointments. As stated in her will, the program is intended "to encourage women to enter, study, graduate, and teach" in fields where there have been various obstacles, professional and personal, to their advancement. All physical and life sciences, mathematics, computer science and all areas of engineering are included, with preference to areas where the dearth of women is greatest. Medical science is excluded and funds may not be used for travel or study abroad. She specified that half of the awards must go to Roman Catholic colleges or universities.

According to the terms of her will, the CBL Program has a six-person Selection Committee consisting of three members appointed by The Heritage Foundation of Washington, D.C., and three members appointed by the Henry Luce Foundation. Current members are James Piereson (chair), John Bravman, Midge Decter, Edwin J. Feulner, Claire L. Gaudiani, and Amy Liu. In addition, thirteen institutions were specifically named in Mrs. Luce's will to receive annual grants from the CBL Program in perpetuity. Beyond these, the Selection Committee invites other colleges and universities to submit proposals for grants. Institutions wishing to be considered for such an

invitation consult with the program director of the CBL Program and submit information that establishes the strength of science and/or engineering at the interested institution and the depth of its commitment to the goals of the CBL Program.

Once invited to submit a proposal, an institution must limit that proposal to only one of the three categories of support named above. Proposals are then referred to the Selection Committee for final review and grant decisions.

Specific Guidelines for Undergraduate Scholarships and Research Awards

Undergraduate support may be proposed as one of two types—traditional scholarships to cover educational expenses or awards to encourage students to pursue graduate education and careers in research. The scholarship or award should be made only after a candidate has declared her academic major, and will continue only while that major is sustained. Candidates for the scholarships and awards must be U.S. citizens. Recent research suggests that undergraduate research opportunities have a positive impact on students' confidence that they are capable of graduate education and careers in research or academic institutions.

Type 1 – Undergraduate scholarships may be proposed for up to four highly qualified female students majoring in the sciences or engineering for their last two academic years. Exceptions may be proposed with an appropriate rationale (e.g., two students for four years or eight students for one year). Scholarships should be made primarily on the basis of merit and promise of future careers in the sciences. Each scholarship should be calculated to include full tuition and fees. It may also include the cost of other educational expenses, including room and board; however, the total grant request may not exceed \$300,000. Recipients shall be identified as Clare Boothe Luce Scholars. To expand the number of recipients, other scholarship funds may be combined with the grant, as long as there is no other “naming” requirement.

Type 2 – Undergraduate research awards may be proposed for up to eight highly qualified female students majoring in the sciences or engineering, each for a period of up to three years. Research awards should be made primarily on the basis of merit and promise of future careers in the sciences. Each award may include a research stipend, materials, equipment, etc. The award may not include tuition, fees, room and board or support of faculty mentors, and the total grant

request may not exceed \$300,000. Recipients shall be identified as Clare Boothe Luce Research Scholars. To expand the number of recipients, other funds may be combined with the grant, as long as there is no other “naming” requirement.

For both types of awards the proposal should describe the criteria and process that will be used to select scholarship or research award recipients, the number of scholarships/awards proposed, and the dollar amount of the scholarships/awards. Preference will be given to proposals intending to select recipients majoring in fields with the greatest under-representation of women. It should be noted that, under the conditions of Mrs. Luce's bequest, pre-medical science majors are ineligible for these scholarships. The grant is intended to augment rather than replace any existing institutional support for scholarships or undergraduate research funding.

The proposal should further describe how the *institution* (policies and practices, not an individual) provides support for undergraduate women to ensure their success and encourages them to pursue further education in the sciences and engineering. Quantifiable evidence of such support (e.g., high cohort retention for females, large numbers of female undergraduates who successfully continue their education in the sciences or engineering, as well as co-author articles or present research with faculty) would strengthen the proposal. Please list the most common departments and institutions where your students with science and engineering degrees typically pursue graduate studies (other than medical schools).

Proposals for undergraduate research awards should also include some specifics about the type of research experience recipients might anticipate and the qualifications of the faculty member who will be supervising them.

Institutions receiving a grant for undergraduate support will be expected to present a list of potential recipients to the program director for approval by the Selection Committee prior to notifying individual students. Clare Boothe Luce Scholars or Research Scholars are expected to maintain the highest academic standards, and the institutions shall monitor the academic progress of each recipient and notify the Foundation if circumstances warrant termination of support.

Specific Guidelines for Graduate Fellowships

Graduate fellowships may be proposed for no more than two highly qualified women who are beginning their doctoral study for a period of two academic years. Exceptions may be proposed with appropriate rationale. Fellowships should be made solely on the basis of merit and may be calculated to include room and board as well as tuition and other fees and expenses. The size of the fellowship should be commensurate with other prestigious fellowships awarded by the institution. All candidates for fellowships must be U.S. citizens. Recipients will be identified as Clare Boothe Luce Graduate Fellows.

The proposal should describe both the criteria and the process that will be used to select fellowship recipients, as well as the number of fellowships proposed and the dollar amount of each fellowship. Preference will be given to proposals intending to select recipients in fields with the greatest under-representation of women. It should be noted once again that, under the conditions of Mrs. Luce's bequest, students in medical science are ineligible for these fellowships. The grant is intended to augment rather than replace any existing institutional support for fellowships and, therefore, should increase the overall number of graduate fellowships awarded to women.

The proposal should describe how the *institution* (policies and practices, not an individual) provides support for women graduate students in the sciences and engineering, to ensure their success and encourage their career development. For example, institutions should describe the way they help graduate students choose an advisor and research program. Quantifiable evidence of such support (e.g., high proportion of females completing the Ph.D. in the sciences and engineering, or large numbers of female Ph.D.s who pursue careers in academia) would strengthen the proposal.

Institutions receiving a grant for graduate fellowships will be expected to present a list of potential recipients to the program director for approval by the Selection Committee prior to notifying individual students. The recipients of Clare Boothe Luce Fellowships are expected to maintain the highest academic standards. Institutions shall monitor the academic progress of each recipient and notify the Foundation if circumstances warrant termination of a fellowship.

Specific Guidelines for a Professorship

A professorship may be proposed for a tenure-track appointment for a woman at the beginning of her academic career. The professorship should be proposed for a period of five years, which includes three years of support for salary and benefits and five years of support for the recipient's career development funds. The institution must intend to support the position after the grant

period. The purpose of this award is to identify women scientists and engineers of the highest caliber and to guarantee, early in their academic career, opportunities commensurate with their considerable talents. The candidate should not be a member of the institution's existing faculty and will normally be hired at the level of assistant or associate professor. Any candidate for the professorship must be either a U.S. citizen or permanent resident. The recipient will be identified as a Clare Boothe Luce Assistant (Associate) Professor.

Proposals for a professorship follow a two-tiered format: the first phase requesting funding and the second phase () seeking approval of the individual candidate for proposals that are successful in obtaining a grant. The initial proposal should describe the nature of the teaching and research expectations for the proposed position and its relationship to the institution's existing program and faculty. The proposal should also describe how the institution plans to increase the recipient's external visibility and nurture her professional development (e.g., mentoring by senior faculty, resources for research, additional travel funds, and relief from administrative duties). The proposal should also describe the institution's plan for incorporating the Clare Boothe Luce Professor into a regular position at the end of the grant period.

Further, the proposal should provide evidence that administrators understand factors that may hinder a woman's career advancement and describe which institutional policies and practices to successfully recruit, hire, and advance women faculty members have evolved in your institution. Also, institutions should provide hiring, promotion and tenure data for females and males over the last ten years for any department(s) in which the CBL professorship might reside, and describe career development strategies for faculty in the department, school, or college.

Each Clare Boothe Luce Professorship includes a significant stipend that may vary depending on individual circumstances. The level of compensation, including benefits, should enable the institution to attract candidates of the very highest quality. A special allocation (20% of the budgeted salary) should be included to cover professionally related expenses (e.g. instrumentation, attendance at professional meetings, and child-care). Foreign travel and research abroad are specifically excluded from allowable expenses. The recipient of the professorship should act as the principal investigator receiving this allocation and should be mentored by an experienced faculty member who is knowledgeable about how to leverage these funds. This allocation should not replace normal start-up funds. The institution must provide the facilities and resources required by the nominee for her research equal or greater in value to those provided to comparable faculty. The total of requested funds for a CBL professorship may not exceed \$500,000 over the five year term.

In the second phase (for proposals that result in a grant), a curriculum vitae of the candidate for a Clare Boothe Luce Professorship should be submitted for final approval. Should the recipient of a Clare Boothe Luce Professorship vacate her position before the grant has run its full term, the grant will be suspended. Grants are made to the institution rather than to the person and may not move with the recipient to another institution. In the event of such a suspension, the receiving college or university may request to name a replacement, but approval of the request and continuation of the grant must be received by the Selection Committee and is not guaranteed.

Important Considerations for All Categories

The proposal, as we have said, should provide evidence that administrators understand factors that may hinder a woman's educational or career advancement and describe how institutional policies and practices have evolved to offset those factors. The proposal should indicate the value of the grant not only to the individual recipient(s), but to other women in science and/or engineering as well as to the institution. Preference will be given to institutions that devote some of their own resources in partnership with the Clare Boothe Luce Program to increase the significance of the grant for the individual recipient(s) and to produce greater impact for all women in the sciences and/or engineering. Under no circumstances are Clare Boothe Luce Program grants to be used to replace a department's budgeted funds so that they may be used for discretionary purposes.

It is expected that the institution will provide a positive educational or work environment for women students and faculty and will actively prepare recipients of Clare Boothe Luce grants to progress to the next level of education or career. Again, preference will be given to proposals intending to select recipients in fields with the greatest under-representation of women.

Institutions receiving a grant must submit an annual report prior to July 1 each year after the recipient(s) receive funding until the grant ends. The program director of the Clare Boothe Luce Program will send instructions for completing the annual report to the institutional contact listed in the proposal. Questions should be directed to Dr. Carlotta M. Arthur, program director, by phone (212) 489-7700 or by e-mail carthur@hluce.org.

1/22/14

Proposal Format Guidelines

Your proposal should include a cover letter from the president, chief academic officer or dean taking responsibility for the commitments and data contained in the proposal; three to five pages of text; one or more pages of budget and budget explanation; and a copy of your 501(c) 3 and your 509(a) (1), 509(a) (2) or 509(a) (3) status. Please do not submit any pages larger than 8 ½” by 11””; use black ink on white paper; use a font at least as large as Times New Roman 12, have margins of at least 1” and number all pages.

Abstract

- Highlight the key components of your proposal in a single paragraph.

Background

- Explain why the particular department/school/institution is an excellent partner for the Clare Boothe Luce (CBL) Program specific to the category of award you are proposing (Undergraduate, Graduate, or Faculty). Include data to substantiate the text (hiring trends, enrollment data, retention data, etc. over the last 10 years)
- Describe existing programs or confirmed plans that support the CBL Program’s goal of increasing the participation and success of women in the sciences and engineering. Again, focus on the category of your request (Undergraduate, Graduate, or Faculty).
- If you have had one or more grants from the CBL Program, please provide the status of previous recipients and describe the impact of the most recent grant.

Request

- Give details—category, number of recipients, duration of awards, etc.
- Explain the criteria and process that will be used to select recipients
- Describe the institution’s commitment to the request (e.g. monetary, programmatic, other resources)
- Respond to any requirements in the guidelines specific to the category of your request

Goals

- Indicate the expected benefit of the grant to the recipient(s) first, to all women in science or engineering second, and to the institution third.
- List any specific goals you have for the next five years to increase your institution’s commitment to women in the sciences and/or engineering independent of a grant from the Clare Boothe Luce Program.
- Describe how success will be measured.

Contact(s)

- Give mail, phone and e-mail contact information for the academic officer who will be responsible for implementation of the grant, if funded. If different, provide the same information for the individual to whom reporting requirements should be sent.

Budget

- Delineate yearly amounts broken down by category of expense (any grant begins the academic year following the grant announcement).
- Indicate expenses requested from the Henry Luce Foundation (HLF) and those covered by your institution to meet the goals of your proposal.
- Overhead/indirect expenses are not allowable.
- Professorship grants have a cap of \$500,000; undergraduate scholarships/research awards and graduate fellowships have a cap of \$300,000.