

Step-By-Step Instructions: Submit your 2021 Clare Boothe Luce Program application

Thank you for your interest in the Clare Boothe Luce Program! These instructions will take you **step-by-step** through the process of completing and submitting your 2021 Clare Boothe Luce Program Invited Institution Competition Information Form application.

Please keep these instructions handy as you progress through the application process.

Preliminary Steps - Website Review and Registration

Step 1: Review the CBL Program Website and Linked Documents

Please **thoroughly** review all of the information on the Clare Boothe Luce program webpages, including linked documents.

Step 2: Register for an Account

Go to the **How to Apply** CBL Program webpage and click on the red **Apply Now** button:

CLARE BOOTHE LUCE PROGRAM

Competition Timeline

December 1, 2020 - 2021 competition opens (online portal opens)
March 1, 2021 - Deadline to submit online Information Form (open to all eligible institutions)
Mid-May, 2021 - Institutions selected to submit full proposals notified
August 3, 2021 - Deadline to submit full proposals (by invitation only)
October - November 2021 - Selected institutions notified of grant award
March - June 2022 - Disbursement of first award payment
Summer - Fall 2022 - Grant-supported program activities begin



NOTE: If you already have a Luce Foundation account, you will be taken to the login page. Please skip to Step 5.

Applicants who are new to our system will be taken to the new user registration page. Click New User and enter your information:

Henry Luce Foundation

English

Username

Password

Sign in

Can't access your account? | New User?

During this step, you will also be asked to identify your organization as part of the registration process (**Institution Search Menu** shown below).

NOTE: If you cannot find your organization, you may add it by clicking “Can’t find your organization”.

ORGANIZATION INFORMATION

* If you need to register for an account in our system, we ask that you register under the organization that has prepared the inquiry and will have the primary responsibility for carrying out the project, if a grant is awarded.

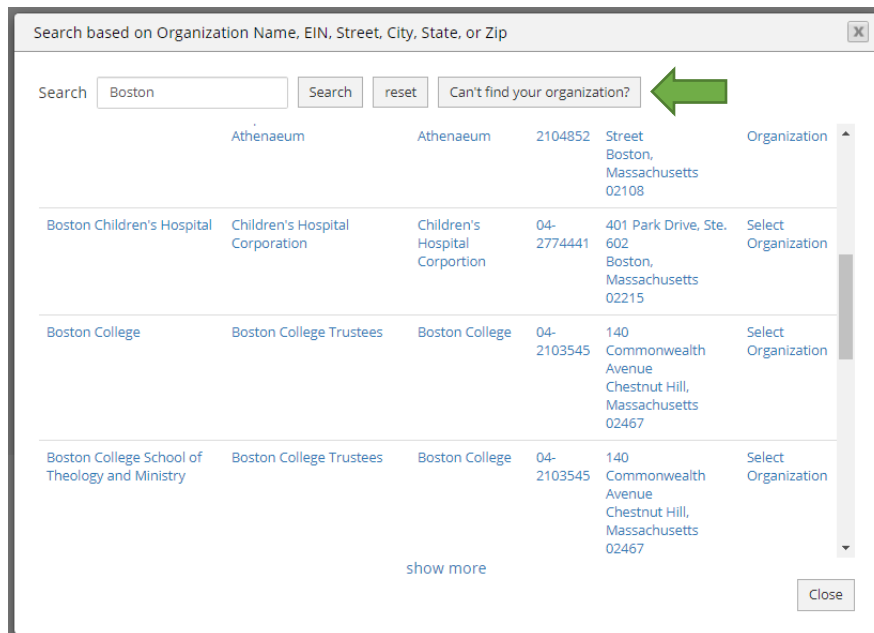
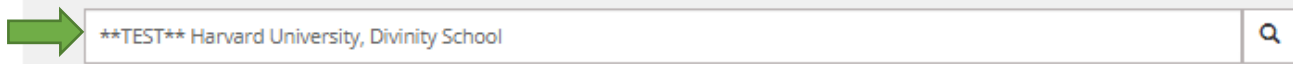
If the organization is a unit of a larger organization (like a school or autonomous research center within a university), please enter the name of the subordinate unit. For example, if the applicant is the Smith School of Public Policy at Jones University, enter the Smith School's name. If the organization is applying through a fiscal sponsor, enter the name of the organization that will be sponsored, not the sponsoring organization. The sponsoring organization's name will be entered later.

Applicants to the Clare Boothe Luce (CBL) Program for Women in STEM must enter the sponsoring organization as the “organization.” Subordinate units or Centers within an academic institution are not permitted to apply for CBL awards. If you have questions about this policy, please contact Clare Boothe Luce Program staff.

To begin, search for the organization by typing the name, EIN, or address of the organization into the box below then click the magnifying glass on the right to view more information.

If your search returns a result, the EIN and address we have on file for that organization will appear. This should help you confirm this is the correct organization that you would like to register under.

If you cannot find your organization, you may add it by clicking “Can’t find your organization”.



Organization	EIN	Street	Organization
Athenaeum	2104852	Street Boston, Massachusetts 02108	
Boston Children's Hospital	04-2774441	401 Park Drive, Ste. 602 Boston, Massachusetts 02215	Select Organization
Boston College	04-2103545	140 Commonwealth Avenue Chestnut Hill, Massachusetts 02467	Select Organization
Boston College School of Theology and Ministry	04-2103545	140 Commonwealth Avenue Chestnut Hill, Massachusetts 02467	Select Organization

Once you have selected your organization, additional fields will appear and auto populate with address and EIN information. Please complete the fields under “Contact Information” and click “Submit” when you are done.

The screenshot shows a registration form with the following elements:

- A search bar containing the text "**TEST** Harvard University, Divinity School" and a magnifying glass icon.
- An EIN field containing "04-2103580".
- An Address field containing "45 Francis Avenue" and "Cambridge, Massachusetts 02138".
- A section titled "CONTACT INFORMATION" with the instruction "Please input your contact information below:".
- Four mandatory fields: "* First Name" (containing "Test"), "* Last Name", "* Title", and "* Email".
- A "Direct Dial Phone" field containing "###.###.####".
- A legend indicating that a circle with an asterisk denotes a "mandatory field".
- A red "SUBMIT" button at the bottom right.

Step 3: Verify your email address – once you have submitted your registration, you will see the below notification on your web browser, prompting you to check your email. You should receive an email verification request email from the Henry Luce Foundation Grants Portal Administration.

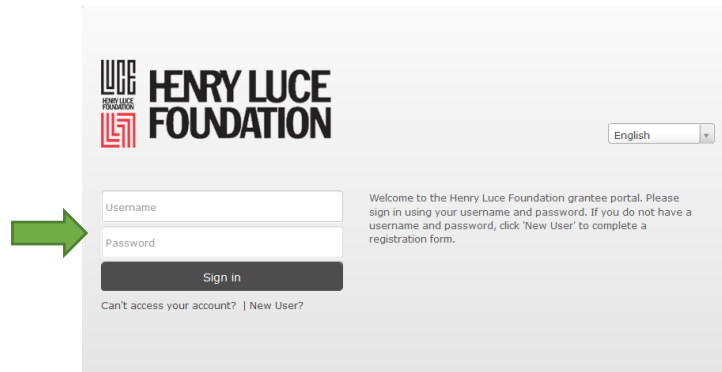
Thank you for registering.

Please check your email for next steps.

Step 4: Activate Your Registration – once you receive the registration request email, click the link in the email to create a password for your account. Once a password is set, you should immediately be able to login. (If you don't receive this email soon after you register, please check your spam/junk folder.)

Step 5: Log into your account:

- Existing users please sign in using the login portal page imaged below.

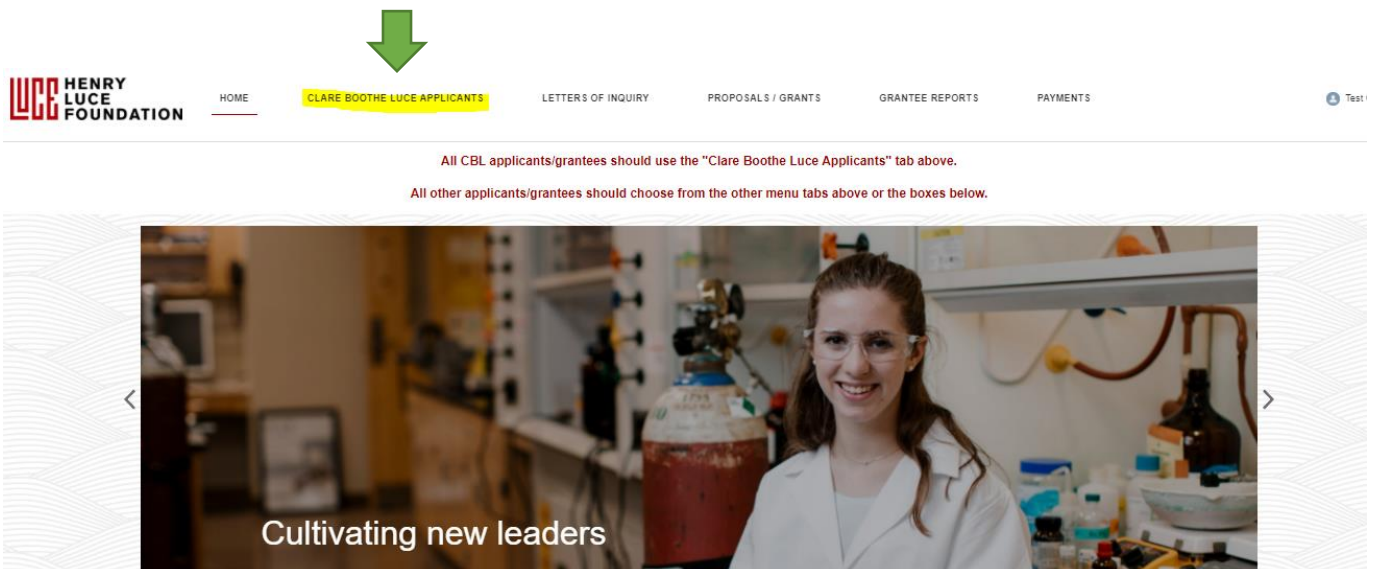


IMPORTANT ALERTS:

- After each session, please logout of your account.
- If you have already worked on and saved a CBL Information Form, please see Page 5 of these instructions for information on how to access your “In Progress” Information Form through the Grantee Dashboard.

Navigating the Information Form Application within the CBL Program Portal

The very first time you log into the 2021 competition portal, (or if you start an Information Form but don't save it) you will be taken to the general Henry Luce Foundation application landing page. At the top of the page, you will find the “Clare Boothe Luce Applicants” tab. Click there to access the Clare Boothe Luce Program portal.



- You will then be taken to the Clare Boothe Luce Application page, where you can begin a new Information Form.
- There are three tabs in **RED** at the top of the screen. In order to complete the Form, please be sure you are in the “Information Form” tab.

- To start a new Information Form, navigate to the “**CBL INFORMATION FORM**” box located on the left-hand side of your screen, and click the “Begin New CBL Information Form” button.
- If you have already started an Information Form and are returning to work on it, your in-progress Form will appear under “Open CBL Information Forms.”

The screenshot shows a web interface for the Clare Boothe Luce Program for Women in STEM. On the left, a box titled "CBL INFORMATION FORM" contains instructions and a red button labeled "BEGIN NEW CBL INFORMATION FORM". A green arrow points to this button. On the right, a navigation bar has three red buttons: "INFORMATION FORMS", "PROPOSALS / GRANTS", and "GRANTEE REPORTS". A green arrow points to "INFORMATION FORMS". Below this, there are tabs for "Open CBL Information Forms" (selected) and "Closed CBL Information Forms". A table below shows a list of forms with columns for Actions, Status, If invited, interested in, Program Staff, Submitter's Name, and Submission Date. A green arrow points to the "Open CBL Information Forms" tab.

Actions ↑	Status	If invited, interested in	Program Staff	Submitter's Name	Submission Date
1 View / Edit	In Progress	Graduate Fellowships		Test Test	

Once you have selected, “Begin New CBL Information Form”, you will be redirected to the Information Form landing page, where you can check the “Portal Opens” date and “Submission Deadline” for applications for your records. When ready, please click “Start a New Info Form”.

Clare Boothe Luce Program for Women in STEM Information Form Application

Form	2021 CBL Information Form	
Portal Opens	12/01/2020	
Submission Deadline	03/01/2021	

When you are ready, click "Start a New Info Form" to get started.

START A NEW INFO FORM

If you have already started an Information Form, please navigate to the "Clare Boothe Luce Applicants" tab above and continue working on your in-progress Information Form.

You will then be taken to the Information Form to complete. The form is broken up into sections that you can navigate . You may access the different sections of your application by clicking the "View/Update" buttons in **RED** beside the tabs below:

Clare Boothe Luce Program for Women in STEM
Information Form Application

To View Clare Boothe Luce Invited Institution Step-By-Step Instructions please click [here](#). The information form must be completed online, however, if you would like to view a PDF version of this form, please click [here](#).

1. Institution Information	View / Update Institution Information
2. Organization and Contact Information	View / Update Organization and Contact Info
3. Physical Science & Math Statistics	View / Update Statistics
4. Physics & Computer Science Statistics	View / Update Statistics
5. Engineering Statistics	View / Update Statistics
6. Strength in S&E/Institutional Commitment	View / Update Strength in S&E / Institutional Commitment
7. Prior Award Outcomes	View / Update Prior Award Outcomes

REVIEW / SUBMIT

- **ALERT:** Items with a red asterisk are required. You may not be able to progress through the form or save the data for the current section until these questions have been answered.
- **ALERT:** **If you have an existing account**, you must still navigate through and save information on each tab. It's a good idea to check your Institution, Organization, and Contact Information in any case!

You will see the following buttons at the bottom of most pages in the portal:



SAVE - your data will be saved; you will not be advanced to the next tab.

SAVE & NEXT - your data will be saved & you will automatically advance to the next tab.

BACK TO MENU – will take you back to the page with the red buttons where you can switch between different sections of the Information Form.

ALERT: Always remember to click **SAVE** or **SAVE & NEXT**. If you do not click **SAVE** or **SAVE & NEXT** before leaving a tab, the data that you entered on a page will be lost when you navigate away from the page. Please remember to logout when your session is complete.

ALERT: Please do not click **REVIEW/SUBMIT** unless your application is complete and ready to be sent to the Foundation. You will be able to view but not edit your application from the Grantee Dashboard once it has been submitted:

IMPORTANT NOTE: If you cannot complete the application in a single session, no worries! You can log back in at a later date to complete the form. We recommend bookmarking the login portal for ease of access.

Completing the Information Form Application

ALERT: You are strongly encouraged to keep a copy of your data & information outside of the portal!

Step 1: Start your Information Form Application – Institution Information

Click the “View/Update” button beside the **Institution Information** section to begin your application:


ALERT: If you have an existing account, you must still navigate through & save information on each tab. It's a good idea to check your Institution, Organization, & Contact Information in any case!

Clare Boothe Luce Program for Women in STEM Information Form Application

To View Clare Boothe Luce Invited Institution Step-By-Step Instructions please click [here](#). The information form must be completed online, however, if you would like to view a PDF version of this form, please click [here](#).

1. Institution Information

View / Update Institution Information



1. INSTITUTION INFORMATION

Institution Information

<p>* Catholic Institution?</p> <input type="text" value="select"/>	<p>* If invited, we would be interested in (pick only one):</p> <input type="text" value="select"/>
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Academic contact responsible for actual information:


Name:	Position:
<input type="text"/>	<input type="text"/>
Email:	
<input type="text"/>	

Total College/University Enrollment 2019 - 2020:

* Undergraduate	* Graduate
<input type="text"/>	<input type="text"/>

BACK TO MENU

SAVE

SAVE & NEXT 

- Please complete all requested information.
- For items with drop down boxes, click on the arrow and chose the information most relevant to your organization and application.

NOTE: Please be sure to select the correct award category! Undergraduate Research Awards and Undergraduate Scholarships are different categories. Undergraduate Research Awards refer to mentored student research projects, while Undergraduate Scholarships refer to tuition, room & board, etc. If you have additional questions about these award categories, please visit our website and refer to the CBL Program for Women in STEM Guidelines.

When you have finished entering all requested information click the **SAVE & NEXT** button at the bottom of the page to save your information and progress to the **Organization & Contact Information section**.

Step 2: Review Organization & Contact Information

If you clicked **SAVE & NEXT** you will automatically be taken to the **Organization & Contact Information** tab. This part of the form is automatically populated with the information you used to register, but some information may still be changed and updated

NOTE: Fields that cannot be manually updated at this stage will be greyed out.

2: Organization & Contact Information

Please enter or review and correct information about the grantee organization. In the case of a grantee organization that is a subsidiary of a larger organization (like a school within a university), provide information about the subsidiary organization.

ORGANIZATION INFORMATION

Organization Name	EIN
<input type="text" value="**TEST** Harvard University, Divinity School"/>	<input type="text" value="04-2103580"/>
AKA	
<input type="text" value="TEST Harvard University"/>	
Phone	Website
<input type="text" value="(817) 495-5782"/>	<input type="text" value="http://hds.harvard.edu"/>
ADDRESS	
Street	City
<input type="text" value="45 Francis Avenue"/>	<input type="text" value="Cambridge"/>
State	Country
<input type="text" value="Massachusetts"/>	<input type="text" value="United States"/>
Zip Code	
<input type="text" value="02138"/>	

CONTACT INFORMATION

Reminder: If the information you are looking at is not you, you have logged in as someone else. This is common if you decide to share login credentials. Please DO NOT edit the contact details below if you are not this person.

First Name	Middle Initial	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Title	Email	
<input type="text"/>	<input type="text"/>	
Phone (Direct)	Fax	
<input type="text"/>	<input type="text"/>	
ADDRESS		
Street	City	
<input type="text"/>	<input type="text"/>	
State	Country	
<input type="text"/>	<input type="text"/>	
Zip Code	<input type="text"/>	



BACK TO MENU

SAVE

SAVE & NEXT

Please review this information for accuracy. You may make changes simply by typing in the spaces provided.

Click **SAVE & NEXT** to save your work and to go to the next tab, **Physical Sciences (NOT including Physics) & Math Statistics**.

Step 3: List Physical Sciences (NOT INCLUDING PHYSICS) & Math Disciplines/Departments included in your statistics. Please note that, in a change from past years, Physics and Computer Science data will now be entered each in a separate section.

In the Physical Sciences (not including Physics) & Math tab:

- Please **review the Included/Excluded Disciplines List on our website before completing this section** (if you have not already done so).
- In the text box provided, **please list the disciplines** that will be included in your physical sciences (excluding physics) and math statistics.

ALERT: Please remember that most biological sciences and all medical sciences are excluded.

3. TOTAL IN PHYSICAL SCIENCES (NOT INCLUDING PHYSICS) & MATH ONLY

* List departments included in the statistics below (no more than four lines). In general, biological & medical sciences should not be included in these numbers. Please see a list of included & excluded disciplines on the CBL Program website.



If any of the below input fields do not apply to you, please enter a 0.

	2005 - 2010			2015 - 2020		
	Females	Total	% Females	Females	Total	% Females
* # of undergraduate majors	<input type="text"/>	<input type="text"/>	<input type="text" value="0%"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0%"/>
* # of undergraduate degrees earned	<input type="text"/>	<input type="text"/>	<input type="text" value="0%"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0%"/>
* # of graduate students	<input type="text"/>	<input type="text"/>	<input type="text" value="0%"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0%"/>
* # of Ph.D. degrees earned	<input type="text"/>	<input type="text"/>	<input type="text" value="0%"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0%"/>
* # of full time tenured / tenure track faculty	<input type="text"/>	<input type="text"/>	<input type="text" value="0%"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0%"/>

	Female	Male
* How many have been hired into tenured or tenure-track faculty positions in these departments in the last <u>10</u> years?	<input type="text"/>	<input type="text"/>
* How many of <u>those</u> hired in the past 10 years remain on the faculty?	<input type="text"/>	<input type="text"/>
* How many of <u>them</u> remain on the faculty and are tenured?	<input type="text"/>	<input type="text"/>
* How many of <u>them</u> have a rank of <u>Assistant Professor</u> **	<input type="text"/>	<input type="text"/>
* How many of <u>them</u> have a rank of <u>Associate Professor</u> **	<input type="text"/>	<input type="text"/>
* How many of <u>them</u> have a rank of <u>Full Professor</u> **	<input type="text"/>	<input type="text"/>

**Total number of Female/Male faculty distributed among these ranks should equal the Female/Male "remain on faculty" numbers. If there is a discrepancy, please explain it in the space below.



Comments about these statistics

BACK TO MENU

SAVE

SAVE & NEXT



For CBL-supported (“Included”) disciplines only, enter your institution’s data (percentages calculate automatically):

- If your institution does not have graduate students in the listed disciplines, leave blank.
- If your institution does not award PhD degrees in the listed disciplines, leave blank.
- The number of Assistant Professors, Associate Professors, and Full Professors noted on the form should total the number hired in the past 10 years who remain on the faculty. If not, please explain the discrepancy in the text box provided at the bottom of the page.
- The text box at the bottom is for comments about the statistics on this page.

Click **SAVE & NEXT** to save your work and to go to the next tab, **Physics and Computer Science Statistics**.

Step 4: List Physics & Computer Science Disciplines/Departments included in your statistics
In the Physics and Computer Sciences tab:

- In the text box provided, **please list the disciplines** that will be included in your physics and computer science statistics.

4. TOTAL IN PHYSICS & COMPUTER SCIENCE ONLY

* List departments included in the statistics below (no more than four lines)



If any of the below input fields do not apply to you, please enter a 0.

	2009 - 2010			2019 - 2020		
	Females	Total	% Females	Females	Total	% Females
* # of undergraduate majors	<input type="text"/>	<input type="text"/>	0%	<input type="text"/>	<input type="text"/>	0%
* # of undergraduate degrees earned	<input type="text"/>	<input type="text"/>	0%	<input type="text"/>	<input type="text"/>	0%
* # of graduate students	<input type="text"/>	<input type="text"/>	0%	<input type="text"/>	<input type="text"/>	0%
* # of Ph.D. degrees earned	<input type="text"/>	<input type="text"/>	0%	<input type="text"/>	<input type="text"/>	0%
* # of full time tenured / tenure track faculty	<input type="text"/>	<input type="text"/>	0%	<input type="text"/>	<input type="text"/>	0%

	Female	Male
* How many have been hired into tenured or tenure-track faculty positions in these departments in the last 10 years?	<input type="text"/>	<input type="text"/>
* How many of those hired in the past 10 years remain on the faculty?	<input type="text"/>	<input type="text"/>
* How many of them remain on the faculty and are tenured?	<input type="text"/>	<input type="text"/>
* How many of them have a rank of <u>Assistant Professor</u> **	<input type="text"/>	<input type="text"/>
* How many of them have a rank of <u>Associate Professor</u> **	<input type="text"/>	<input type="text"/>
* How many of them have a rank of <u>Full Professor</u> **	<input type="text"/>	<input type="text"/>

**Total number of Female/Male faculty distributed among these ranks should equal the Female/Male "remain on faculty" numbers. If there is a discrepancy, please explain it in the space below.

Comments about these statistics



BACK TO MENU

SAVE

SAVE & NEXT

For CBL-supported (“Included”) disciplines only, enter your institution’s data (percentages calculate automatically):

- If your institution does not have graduate students in the listed disciplines, leave blank
- If your institution does not award PhD degrees in the listed disciplines, leave blank
- The number of Assistant Professors, Associate Professors, and Full Professors noted on the form should total the number hired in the past 10 years who remain on the faculty. If not, please explain the discrepancy in the text box provided at the bottom of the page.
- The text box at the bottom is for comments about the statistics on this page.

Click **SAVE & NEXT** to save your work and to go to the next tab, **Engineering Statistics**.

ALERT FOR ENGINEERING STATISTICS: If your institution does not award Engineering degrees), you may skip the Engineering section.

ALERT FOR ENGINEERING STATISTICS: If your institution has a **3+2** (or similar) engineering program, please do not list data in this section. Instead, please use the comment space at the bottom of the page to indicate that you have a 3+2 program, and to describe it briefly.

Step 5: List Engineering departments included in your statistics

In the Engineering Statistics tab:

- In the text box provided, **please list the disciplines** that will be included in your engineering statistics.

5. TOTAL IN ENGINEERING

* List departments included in the statistics below (no more than four lines)



If any of the below input fields do not apply to you, please enter a 0.

	2009 - 2010			2019 - 2020		
	Females	Total	% Females	Females	Total	% Females
* # of undergraduate majors	<input type="text"/>	<input type="text"/>	<input type="text" value="0%"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0%"/>
# of undergraduate degrees earned	<input type="text"/>	<input type="text"/>	<input type="text" value="0%"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0%"/>
* # of graduate students	<input type="text"/>	<input type="text"/>	<input type="text" value="0%"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0%"/>
* # of Ph.D. degrees earned	<input type="text"/>	<input type="text"/>	<input type="text" value="0%"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0%"/>
* # of full time tenured / tenure track faculty	<input type="text"/>	<input type="text"/>	<input type="text" value="0%"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0%"/>

	Female	Male
* How many have been hired into tenured or tenure-track faculty positions in these departments in the last <u>10</u> years?	<input type="text"/>	<input type="text"/>
* How many of <u>those</u> hired in the past 10 years remain on the faculty?	<input type="text"/>	<input type="text"/>
* How many of <u>them</u> remain on the faculty and are tenured?	<input type="text"/>	<input type="text"/>
* How many of <u>them</u> have a rank of <u>Assistant Professor</u> ?**	<input type="text"/>	<input type="text"/>
* How many of <u>them</u> have a rank of <u>Associate Professor</u> ?**	<input type="text"/>	<input type="text"/>
* How many of <u>them</u> have a rank of <u>Full Professor</u> ?**	<input type="text"/>	<input type="text"/>

**Total number of Female/Male faculty distributed among these ranks should equal the Female/Male "remain on faculty" numbers. If there is a discrepancy, please explain it in the space below.

Comments about these statistics



BACK TO MENU

SAVE

SAVE & NEXT



For CBL-supported ("Included") disciplines only, enter your institution's data (percentages will calculate automatically):


- If your institution does not have graduate students in the listed disciplines, leave blank.
- If your institution does not award PhD degrees in the listed disciplines, leave blank.
- The number of Assistant Professors, Associate Professors, and Full Professors noted on the form should total the number hired in the past 10 years who remain on the faculty. If not, please explain the discrepancy in the text box provided at the bottom of the page.
- Please use the text box at the bottom of the page for any comments you may have about the statistics on this page.

Click **SAVE & NEXT** to save your work and to go to the next tab, **Strength in S&E/Institutional Commitment**.

Step 6: Complete **Strength in S&E/Institutional Commitment** section. Please respond to all items in this section, either by using drop-down boxes or by entering data/text.

- In the first 500 words section, please be certain to address all four items. Don't forget to share information about women in STEM at your institution!
- **NEW QUESTION:** For the "Evidence of Institutional Commitment to the goal of the Clare Boothe Luce Program" question, please briefly describe, in 200 words or less, how your institution's mission aligns with that of the of the Clare Boothe Luce Program for Women in STEM.
- Under "Evidence of Institutional Commitment to the Goal of the Clare Boothe Luce Program," please answer "YES" or "NO" to the "self-study" question using the dropdown.
- If you reply "YES" to the self-study question, a box to append a **one-page** document will appear. Please upload the requested supporting document. It should be legible, using no smaller than 10-point font.

6. STRENGTH IN PHYSICAL SCIENCES, COMPUTER SCIENCE, MATH & ENGINEERING
(PS, CS, M & E)


 * Is there a program(s) for training undergraduate students in research and the use of instrumentation?


Yes


Approximately what proportion (percentage) of Science & Engineering undergraduate students pursue advanced degrees in Science & Engineering within five years of graduation? Please share the best information available on this percentage.


56.00

In 500 words or less describe:


 1.) institutional actions that show a commitment to the strength of the departments previously listed;
2.) external awards or recognition for faculty members, particularly women, or programs in these areas in the last five years;
3.) national ranking in the last five years that identifies your institution as noteworthy among comparable institutions;
4.) other evidence of strength in the physical sciences, computer sciences, math & engineering.

 Does your institution support a STEM outreach program(s) to your local K-12 institutions, a goal of which is to build a more inclusive STEM pipeline? If yes, please describe in the box below (200 words or less).

 **Evidence of Institutional Commitment to the goal of the Clare Boothe Luce Program**
Describe aspects of your institution's mission and/or strategic plan that are in alignment with the goals of the Clare Boothe Luce Program for Women in STEM (200 words or less).

 * Has your institution collected and disaggregated data to identify any gender inequities or barriers that might exist for students, faculty or staff?

select

 * Is there someone in administration or with a research background in women in higher education issues who advises institutional leaders and faculty on issues of equity?

select

* Has your institution collected and disaggregated data to identify any gender inequities or barriers that might exist for students, faculty or staff?

Yes

If yes, please append a one page summary of results and actions to ameliorate negative findings.

Title	Created Date

NOTE: If you try to view your document, it may take the program a few seconds to load the preview.

ALERT: We have also found that some users experience difficulties viewing attached documents in Mozilla Firefox. We recommend using Chrome to avoid any problems with the document viewer.

- Using the drop-down boxes, please answer all of the “Student Issues” and “Faculty Issues” items

Student Issues

* Is there a formal mentoring program for female or all students?

* Does childcare exist on or adjacent to campus for students?

* Is this childcare subsidized by the institution?



Faculty Issues

* Is there a formal mentoring program for female or all faculty members?

* Is there a stop the tenure clock policy for the birth or adoption of a child?

* Does childcare exist on or adjacent to campus for faculty members and staff?

* Is childcare subsidized by the institution?

* Are there formal career development policies/practices for faculty members?

In 500 words or less describe any programs, policies and/or practices specifically aimed at ensuring the equitable recruitment, retention and career development of female students and faculty. Focus on programs that match the category of your request.



BACK TO MENU

SAVE

SAVE & NEXT

- In the second 500 words section, please describe your institution’s programs, policies, and practices as noted above the section. Include the category of your request (e.g. professorships, undergraduate research awards, etc.) in your discussion.

Click **SAVE & NEXT** to save your work and to go to the next tab, **Prior Award Outcomes**.


Step 7: Prior Award Outcomes.

ALERT: Do not skip this section! If your institution has never received a Clare Boothe Luce award, or your most recent award was more than ten years ago, please click on the drop-down box and answer “**NO**”.

If your institution has received one or more Clare Boothe Luce awards within the past ten years, please indicate “**YES**” and append a **one-page** document that describes the outcomes of your prior CBL award. If the institution received **multiple CBL grants** during the past 10 years and you require more space, please contact CBL Program staff for further instructions.

7. PRIOR CLARE BOOTHE LUCE PROGRAM AWARD OUTCOMES SUMMARY

* Has your institution previously received a Clare Boothe Luce award?



Yes 


* If yes, please append a one-page document that describes the outcomes of your prior CBL award. If the institution received multiple CBL grants during the past 10 years and you require more space, please contact CBL Program staff for further instructions.

The Clare Boothe Luce Program Selection Committee takes the outcomes of previous Clare Boothe Luce Program grant awards into account in its decisions to award new grants. The Committee does recognize that resources to track this information vary by institution.

For each CBL grant received during the past 10 years, please answer the questions below in as much detail as possible:

1. What were the stated goals of your Clare Boothe Luce program? What progress was made towards these goals?
2. What was the impact of the grant on the quality of science/engineering education for women at your institution?
3. What activities, associated with receipt of the Clare Boothe Luce program award, were sponsored by your institution to increase/support participation of women in the sciences/engineering?
4. Briefly describe the academic/professional progress of each of the Clare Boothe Luce Program participants (Undergraduate Scholars, Undergraduate Research Scholars, Graduate Fellows, or Professors) from your previous Clare Boothe Luce Program grant.

 **UPLOAD** 

Title	Created Date	
Outcomes of Prior CBL Award.docx	11/30/2020	View 

1 rows


 **BACK TO MENU**


 **SAVE**  **REVIEW & SUBMIT**

ALERT: Click **SAVE** to save your work before clicking, **Review & Submit**.

Step 8: Review and Submit.

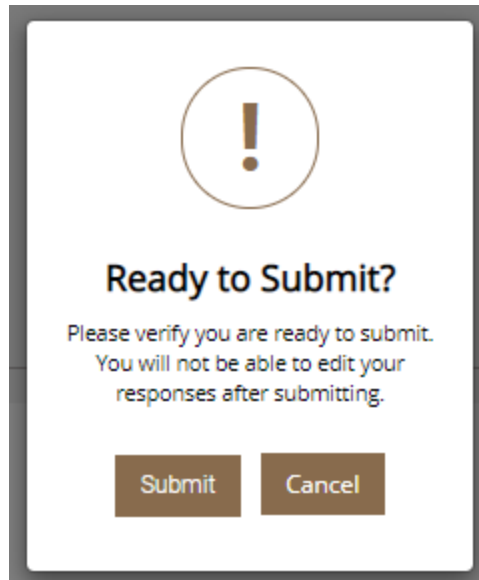
The **Review & Submit** preview menu will permit you to review all data that you have previously entered. However, you cannot make any changes from this view. Should you need to edit, please select the **"GO BACK"** button at the bottom of the screen.

Go Back 

SUBMIT 

NOTE: Remember, if you cannot complete the application in a single session, or aren't quite ready to submit, you may follow the instructions on the homepage to return to and edit your "In Progress" application.

Once you are satisfied that your information form is complete and accurate, click the **Submit** button on the Review and Submit preview page. You will be prompted one final time by the system to verify that you're ready to submit.




- Once your application is submitted, you will receive an email automatic response acknowledging receipt of the Information Form application from the Luce Foundation.
- Please note that once you click **Submit**, you will no longer be able to edit your application.
- If you click **Submit in error**, please contact us. In some situations, we may be able to send the Information Form application back to you for editing/correction.
- You may view the application from the homepage:

Clare Boothe Luce Program for Women in STEM

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[Closed CBL Information Forms](#)

	Actions ↑	Status	If invited, interested in	Program Staff	Submitter's Name	Submission
	 View	Submitted	Undergraduate Research Awards	Carlotta Arthur	Test Cases	11/4/2020
2	View / Edit	In Progress			Test Cases	
3	View / Edit	In Progress	Graduate Fellowships		Test Cases	
4	View / Edit	In Progress	Undergraduate Research Awards		Test Cases	
5	View / Edit	In Progress			Test Cases	
6	View / Edit	In Progress	Graduate Fellowships		Test Cases	

- The status of “Submitted” on your home page means that you have sent the application to the Foundation for review.
- **ALERT:** If the status is “In Progress,” the application has not been sent to the Foundation. (In rare cases, we may return the application to you for correction and the status will return to “In Progress”).

Submission Deadline: The 2021 Information Form must be submitted through the online portal no later than **5:00pm in your time zone on March 1, 2021.**

Thank you for your interest in the Clare Boothe Luce Program! We wish you all the best in the Invited Institution Competition.

QUESTIONS or PROBLEMS?

For general information or questions about the CBL program and/or the application process, please thoroughly review all of the information available on our website, including linked program documents, FAQs, and these instructions.

If you have technical problems, please first make sure that is not due to an issue on your end (e.g., your institution’s firewall). If things check out on your end, please contact us about any issues you are having with the portal/Information Form as soon as possible.

For technical questions about the portal, please contact:

Mina Camacho, Grants Administrator, mina@hluce.org
Liz Brennan, Associate Grants Administrator, lbrennan@hluce.org

For all other program related questions, please contact:

Dr. Carlotta M. Arthur, Program Director, carthur@hluce.org
Sarah DeMartazzi, Program Assistant, sdemartazzi@hluce.org