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:

![Application Form Image]

**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:
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”.

![Institution Search Menu](image)
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.

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.”

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”.
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:
• **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

1. INSTITUTION INFORMATION

Institution Information

- Catholic Institution?
  - select
- *If invited, we would be interested in (pick only one):*
  - select

Academic contact responsible for actual information:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Position</th>
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</table>

Email: __________________________

Total College/University Enrollment 2019 - 2020:

- Undergraduate: __________________
- Graduate: ____________________

- 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**

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>EIN</th>
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</thead>
<tbody>
<tr>
<td>&quot;TEST&quot; Harvard University, Divinity School</td>
<td>04-2103580</td>
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</table>

<table>
<thead>
<tr>
<th>AKA</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEST Harvard University</td>
<td><a href="http://hds.harvard.edu">http://hds.harvard.edu</a></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Phone</th>
<th>City</th>
</tr>
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<tbody>
<tr>
<td>(617) 465-5782</td>
<td>Cambridge</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>State</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>45 Francis Avenue</td>
<td>Massachusetts</td>
<td>United States</td>
</tr>
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<table>
<thead>
<tr>
<th>Zip Code</th>
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<td>02138</td>
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</table>
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.
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.

### 2005 - 2010

<table>
<thead>
<tr>
<th></th>
<th>Females</th>
<th>Total</th>
<th>% Females</th>
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</thead>
<tbody>
<tr>
<td># of undergraduate majors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td># of undergraduate degrees earned</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td># of graduate students</td>
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<td></td>
<td></td>
</tr>
<tr>
<td># of Ph.D. degrees earned</td>
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<td></td>
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<tr>
<td># of full time tenured / tenure track faculty</td>
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</table>

### 2015 - 2020

<table>
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<th></th>
<th>Females</th>
<th>Total</th>
<th>% Females</th>
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</table>

**How many have been hired into tenured or tenure-track faculty positions in these departments in the last 10 years?**

**How many of those hired in the past 10 years remain on the faculty?**

**How many of them remain on the faculty and are tenured?**

**How many of them have a rank of Assistant Professor?**

**How many of them have a rank of Associate Professor?**

**How many of them have a rank of Full Professor?**

**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

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**BACK TO MENU!**
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.
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 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

(P5, 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 associated information available in this percentage:

50.00

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 (250 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 (250 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
**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
In the second 500 word 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 BOOHE LUCE PROGRAM AWARD OUTCOMES SUMMARY

**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.

**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

<table>
<thead>
<tr>
<th>INFORMATION FORMS</th>
<th>PROPOSALS / GRANTS</th>
<th>GRANTEE REPORTS</th>
</tr>
</thead>
</table>

Open CBL Information Forms  Closed CBL Information Forms

<table>
<thead>
<tr>
<th>Actions</th>
<th>Status</th>
<th>If invited, interested in</th>
<th>Program Staff</th>
<th>Submitter’s Name</th>
<th>Submission</th>
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</thead>
<tbody>
<tr>
<td>View</td>
<td>Submitted</td>
<td>Undergraduate Research Awards</td>
<td>Charlotte Arthur</td>
<td>Test Cases</td>
<td>11/4/2020</td>
</tr>
<tr>
<td>View / Edit</td>
<td>In Progress</td>
<td></td>
<td></td>
<td>Test Cases</td>
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<tr>
<td>View / Edit</td>
<td>In Progress</td>
<td>Graduate Fellowships</td>
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<td>Test Cases</td>
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<td></td>
<td>Test Cases</td>
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</tr>
</tbody>
</table>
• 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