



The Clare Boothe Luce Program

Proposal Guidelines for Invited Colleges and Universities

The Clare Boothe Luce Program is dedicated to increasing the participation of women in the sciences and engineering at every level of higher education and to serving as a catalyst for colleges and universities to be proactive in their own efforts toward this goal. The Clare Boothe Luce Program is the single largest private source of funding for women in science and engineering. In its first 28 years, the Clare Boothe Luce Program has awarded grants totaling over \$180 million.

Clare Boothe Luce (1903-1987) was a remarkable woman whose career spanned seven decades and included many professional interests: journalism, politics, the theater, philanthropy, 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 underrepresented—the sciences and engineering.

In establishing the program, Ambassador 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. 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. In general, biological and medical sciences are excluded. Please see the list of included and excluded disciplines on the Clare Boothe Luce Program website. Funds may not be used for travel or study abroad. Ambassador Luce specified that half of the awards must go to Roman Catholic colleges or universities.

According to the terms of Ambassador Luce's will, the Clare Boothe Luce 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, Edwin J. Feulner, Claire L. Gaudiani, Amy Liu, and Bridgett Wagner. In addition, thirteen institutions were specifically named in Ambassador Luce's will to receive annual grants from the Clare Boothe Luce Program in perpetuity. Beyond these, the

Selection Committee invites other colleges and universities to submit proposals for grants. Institutions wishing to be considered should consult with the director of the Clare Boothe Luce Program and submit information that establishes the strength of science and/or engineering at the interested institution and the depth of the commitment of the institution to the goals of the Clare Boothe Luce Program.

For Clare Boothe Luce Invited Institutions, a college or university may not submit a new application before its previous Clare Boothe Luce Program grant has been officially closed. The program director will confirm that the grant has been closed when the final narrative and financial reports have been received and reviewed. The Clare Boothe Luce Program Selection Committee will not invite an application for a new grant until five years after the award of the institution's most recent Clare Boothe Luce Program grant.

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 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 in designated fields, or research awards to encourage students to pursue graduate education or 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 research 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. The total grant requested by the institution 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. The total grant requested by the institution 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 support students who major in fields where women are the least well represented. It should be noted that, under the conditions of Ambassador 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* (e.g., policies and practices, rather than 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. The proposal should list the departments and institutions where students with science and engineering degrees from the applicant institution most often 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(s) who will be supervising them.

Institutions receiving a grant for undergraduate support will be expected to present a list of intended recipients to the program director for approval 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 in which women are the least well represented. Students in medical science are ineligible. 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* (e.g., policies and practices, rather than 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 how they assist graduate students in choosing advisors and research programs. 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 intended recipients to the program director for approval 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 a women scientist or engineer of the highest caliber and to guarantee, early in her academic career, opportunities commensurate with her 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.

The proposal should describe the nature of the teaching and research expectations for the proposed professorship position and its relationship to the institution's existing programs 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), as well as plans for incorporating the Clare Boothe Luce Professor into a regular position at the end of the grant period.

Further, the professorship proposal should provide evidence that administrators understand factors that may hinder a woman's career advancement, and should describe institutional policies and practices that have evolved at the institution to successfully recruit, hire, and advance women faculty members. Also, an applicant institution should provide hiring, promotion and tenure data for females and males over the last ten years for any department(s) in which the Clare Boothe Luce Professorship might reside, and should 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). The recipient of the professorship should act as the principal investigator for this allocation, and should be mentored by an experienced faculty member who is knowledgeable about how best to use these funds. The special allocation should

not replace normal start-up funds. Foreign travel and research abroad are specifically excluded from allowable expenses. The institution must provide 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 Clare Boothe Luce professorship may not exceed \$500,000 over the five year term.

Institutions receiving a grant for professorship support will be expected to present a dossier for the intended candidate to the program director for approval by the Selection Committee prior to notifying the candidate of receipt of a Clare Boothe Luce Professorship. The dossier should include the candidate's curriculum vitae, a professional development plan, and a five-year grant budget. Should the specific 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 individual 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 the request and continuation of the grant must be reviewed by the Selection Committee and approval is not guaranteed.

Important Considerations for All Categories

Every proposal should provide evidence that administrators understand factors that may hinder a woman's educational or career advancement, and describe institutional policies and practices that have been developed to address these factors. The proposal should indicate the value of the grant not only to the individual recipient(s), but to the institution and other women in science and/or engineering at the institution. Institutions applying for Clare Boothe Luce Program grants are encouraged to provide some match for Clare Boothe Luce award funds, or to demonstrate how institutional support will augment the benefits of the grant. The Selection Committee recognizes that resources vary by institution. In determining awards, the Committee will take into account this institutional support. Clare Boothe Luce Program grants may not be used to replace a department's budgeted funds.

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 in their education or career. Because the Clare Boothe Luce Program is committed to the advancement of women in the various STEM fields which are at the forefront of academic inquiry, the Selection Committee values institutional commitment to full and free academic inquiry by all

participants among the institution's stakeholders. Again, preference will be given to proposals intending to select recipients in fields where women are the least well represented.

Institutions receiving a grant must submit an annual report prior to July 1st each year after the funds are awarded until the grant ends. The 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 at carthur@hluce.org.

10/17/17

Proposal Format Guidelines

Please note: Proposal formatting guidelines will change when the Clare Boothe Luce Program moves to an online proposal submission process in 2018.

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 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 Clare Boothe Luce Program’s goal of increasing the participation and success of women in the sciences and engineering. Focus on the category of your request (Undergraduate, Graduate, or Faculty).
- If you have had one or more grants from the Clare Boothe Luce 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 annual amounts broken down by category of expense (grants begins the academic year following the grant announcement; undergraduate research grants may begin the summer following the announcement).
- Indicate separately expenses proposed to be covered by the Clare Boothe Luce Program grant and those covered by your institution to meet the goals of your proposal.
- Professorship grants have a cap of \$500,000; all other categories have a cap of \$300,000.
- Overhead/indirect expenses are not allowed.