Step-By-Step Instructions:
Submit your 2024 Clare Boothe Luce Program Proposal

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 2024 Clare Boothe Luce Program Invited Institution Competition Information Form application.

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

<mark>Preliminary Steps - Website Review and Registration</mark>

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 <mark>Apply Now</mark> button:

CLARE BOOTHE LUCE PROGRAM
2024 Competition Timeline

Friday, February 16th: CBL 2024 Application Opens
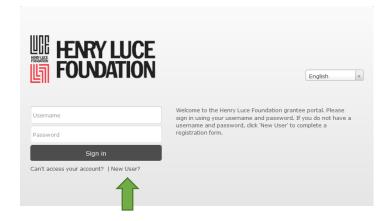
Monday, March 25th: 2024 Applications are due

Mid to Late May: Selection Committee meeting to vote on applications; institutions notified of results. The proposal phase begins.

Monday, September 2nd: Full Proposals are due

Mid to Late October: Final Selection Committee meeting to vote on proposals; institutions notified.

APPLY NOW

<mark>NOTE</mark>: 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".

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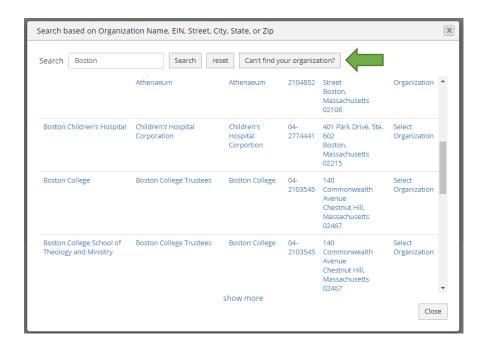
If your search returns a result, the EIN and address we have on file for that organization will appear. This should help you confirm this is the correct organization that you would like to register under.

If you cannot find your organization, you may add it by clicking "Can't find your organization".

TEST Harvard University, Divinity School

You will then be prompted to add your organization's information to HLF's database. Please enter all of the required fields and hit SAVE when you are done.

In the "Organization Name" field, please enter the name of the organization that has prepared the inquiry and will have 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.
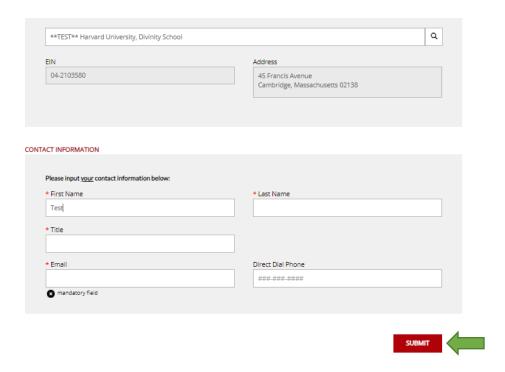
For example, if the applicant is the Smith School of Public Policy at Jones University, enter the Smith School's name. If the organization is applying through a fiscal sponsor, enter the name of the organization that will be sponsored, not the sponsoring organization. The sponsoring organization's name will be entered later.

* Organization Name

Please provide the contact information (e.g., address, phone number, website, etc.) for the organization named above. Use the main contact information for that organization, even if your contact information is different. For example, if the Smith School's main address is 111 Maple St., Any City, USA, you should enter that information here, even if your address in the Smith School's development office is different.

* Street Address

* City

* Country

select ▼

If you don't find your country in the list, please select "Other" then enter it in the "Other Country" field below.

* State

select ▼

If you don't find your state in the list, please select "Other" then enter it in the "Other State" field below.

* Zip Code

* Main Organizational Phone Number

Main Organizational Fax Number

Please provide additional organization details below.

EIN

##-#######

If your organization doesn't have an EIN, is your organization an international equivalent to a US 501(c)(3) non-profit institution and can you verify this status? If your organization is an international NGO, answer "Yes." If your organization is a US 501(c)(3) and you entered an EIN above, answer "No."

* 501(c)(3) International Equivalent?

select ▼

Enter the organization's legal name. This should correspond to the EIN entered above. This might be a more formal name of the organization. Or it might be the legal name of the larger organization of which your organization is a part of. For example, if the legal name of Jones University is 'President and Trustees of Jones University," enter that name. Or, it might be the legal name of the fiscal sponsor that will receive the grant.

* Organization Legal Name

If the legal name entered isn't the name that organization commonly uses, enter the commonly-used name in the "AKA" field. For example, "President and Trustees of Jones University" might be commonly referred to as "Jones University;" if so, enter that name.

AKA

After saving, you will be directed back to the registration page. Please type your newly created organization into the text box and select it when it appears.

SAVE

NOTE: Please see the brief instruction above the SAVE button, which states, "After saving, you will be directed back to the registration page. Please type your newly created organization into the text box and select it when it appears."

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.
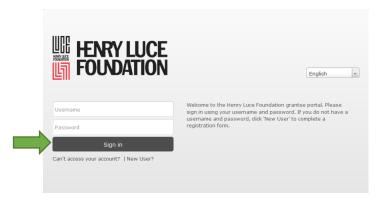

Step 4: Activate Your Registration – once you receive the registration request email, click the link in the email to create a password for your account. Once a password is set, you should immediately be able to login. (If you don't receive this email soon after you register, please check your spam/junk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

Step 5: Log into your account:
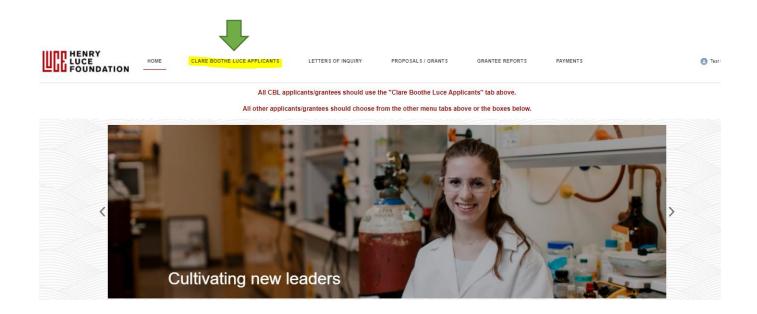- Existing users please sign in using the login portal page imaged below.

IMPORTANT ALERTS:
- After each session, please <u>logout</u> of your account.
- If you have already worked on and saved a CBL Information Form, please see Page 7 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 2024 competition portal, 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.
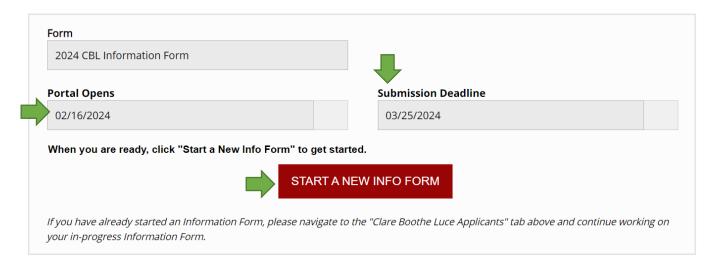

- You will then be taken to the Clare Boothe Luce Application page, where you can begin a new Information Form.
- There are three tabs in RED at the top of the screen. In order to complete the Form, please be sure you are in the "Information Form" tab.

- 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. Applicants will be asked, on a single page, to download the form (if you didn't already download a copy on the CBL website), complete information on their organization and contacts, and upload a Word or PDF copy of the

information form. Please be sure to fill out all of the fields with an *. Please hit **SUBMIT** when you are finished with the form and ready to upload.

NOTE: You will NOT be able to edit or revise the application once it's been submitted.

<p style="text-align:center">Clare Boothe Luce Program for Women in STEM
Information Form Application</p>

Please download and fill out **the Clare Boothe Luce Information Form Application** . Once complete, please return to this page, provide updated organization and contact information, upload your Clare Boothe Luce Information Form Application, then submit.

ORGANIZATION INFORMATION

Please enter or review and correct information about the grantee organization. Please note that only the larger institution, not units or centers within the institution, are eligible to apply for Clare Boothe Luce Program for Women in STEM Awards.

Organization Name
Sarah's School for Fabulous Felines

EIN

AKA

* Phone

* Website

ADDRESS

* Street

* City
New York

State
New York

Country
United States

* Zip Code

CONTACT INFORMATION

Please use the below section to update your contact information.

When you have entered the contact information, please click 'Save' below. Once the information has been saved, click the 'Review/Submit' button in the bottom right corner.

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

* Title

* Email

* Phone (Direct)

Fax

ADDRESS

* Street

* City

New York

State

New York

Country

United States

* Zip Code

10010

INFORMATION FORM

* Please upload your completed Clare Boothe Luce Program for Women in STEM Information Form Application (linked at the top of this page) here:

SUBMIT

You will receive a confirmation email once the application has been submitted.

Submission Deadline: The 2024 Information Form must be submitted through the online portal no later than **5:00pm in your time zone on March 25, 2024.**

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

For all other program related questions, please contact:

Dr. Aida Gureghian, Director of Leadership Programs
 Or Sarah DeMartazzi, Program Manager at WomenInSTEM@hluce.org