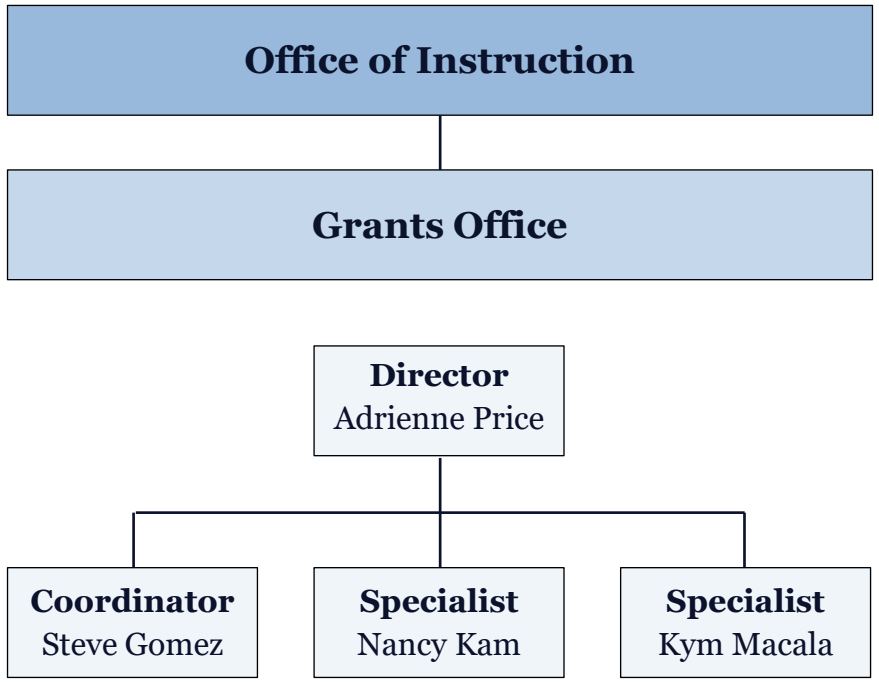
Grants at Mt. SAC

THE GRANT LIFE CYCLE: FROM CONCEPT TO CLOSEOUT

Grants Office Overview



- **Identify** potential grant opportunities that align with college priorities and plans
- **Facilitate** the development and submission of competitive grant applications
- **Support** project directors and staff in grant start-up, management, and closeout
- **Monitor** budgets and track allowable expenditures for grant projects
- **Ensure** compliance with funding agency guidelines and state and federal regulations

Grant Spotlight: Engineering

The Robotics Team is supported in part by grant funding from the National Science Foundation

Mt. SAC and Cal Poly Pomona faculty learning community funded by the U.S. Department of Education

Students use the Mountie Makerspace for project-based learning supported by state and federal grants

The Rocket Team visits the Friends of Amateur Rocketry (FAR) site in the Mojave Desert

Grants Office

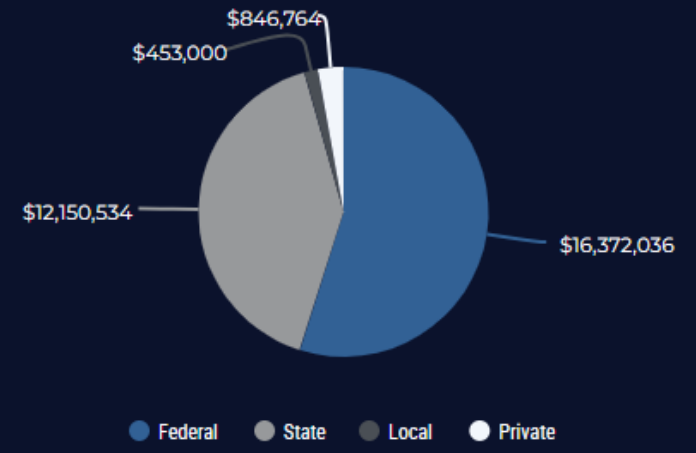
Annual Report Summary / 2022-23

FUNDING SOURCES

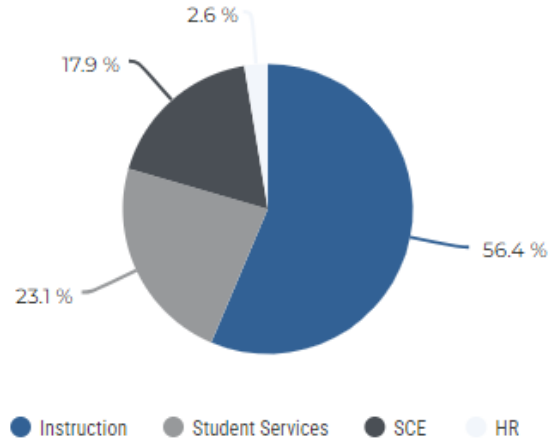
Last fiscal year, the Grants Office monitored 53 active grant projects from federal, state, local, and private sources.

FUNDING AMOUNTS

The total funding level for these grant projects from federal, state, local, and private sources was **$29.8 million**.



GRANT APPLICATIONS



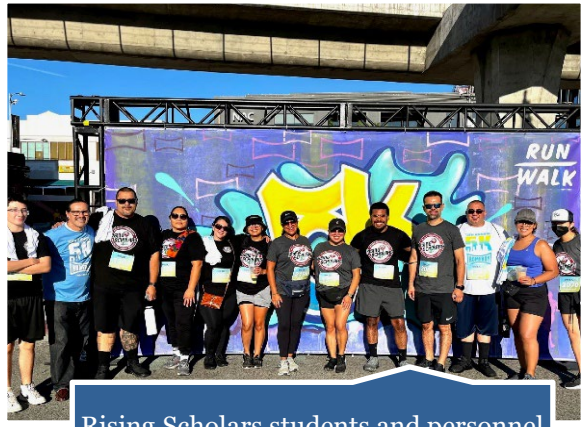
Total Request of 41 New Applications	$19,350,404

- Grant **requests** ranged from $1,000 to $5 million.
- Projects involved **nearly 150** higher education, K-12, business, government, and non-profit partners.
- Projects engaged **every division** in Instruction as well as departments in Continuing Education, Student Services, Human Resources, and Administrative Services.

Mt. SAC's **biggest funders** are U.S. Department of Education, CCC Chancellor's Office, and National Science Foundation.

Grant Spotlight: Rising Scholars

A joint event between Rising Scholars and other equity programs to visit the Tupac Shakur exhibit at L.A. Live



Rising Scholars students and personnel participate in the annual 5K run/walk in support of Homeboy Industries

Holiday spread event to showcase and destigmatize food eaten in jail

The latest spring orientation for Rising Scholars, called "Lift Off," had over 100 students in attendance

Life Cycle of a Grant Project

Pre-Award			Post-Award			
Conceptualize and Plan	**Frame and Develop**	**Refine and Submit**	**Negotiate and Set Up**	**Orient and Launch**	**Implement and Monitor**	**Report and Close Out**
• Determine potential funding opportunity • Complete concept generator • Document need through data analysis/literature review • Orient project lead(s) to the grants process • Create checklist of application requirements • Identify possible risks/barriers • Document support from area dean/vice president • Create timeline/ assignments • Start application in funding agency portal	• Hold planning meeting(s) • Engage partners, if applicable • Engage Mt. SAC Foundation, if 501(c)(3) required • Further develop project concept to meet funder criteria • Create writing outline following funder rubric • Prepare a tentative budget • Write initial proposal draft • Track achievement of items on application checklist	• Review and revise budget and narrative draft(s) • Finalize attachments (e.g., letters of commitment, forms) • Ensure achievement of all items on application checklist • Share final draft with relevant stakeholders and administrators • Submit grant application	• Negotiate with funder, if applicable • Provide funder with any requested follow-up documentation • Submit to Board of Trustees for acceptance of funds • Execute award documents • Gain IRB approval, if applicable • Notify stakeholders • Work with Fiscal Services to establish grant account(s) • Create grant folder (e.g., budget tracking, award documents, time and effort, report templates)	• Hold orientation meeting with project lead(s) on college and funder processes and requirements • Review deliverables, budget, and implementation plan • Establish timeline of key milestones (e.g., reporting, internal deadlines) • Develop/execute sub-recipient agreements and contracts, if applicable • Hire/reassign and onboard employees • Make any necessary start-up purchases • Meet with stakeholders	• Grant personnel implement activities, create deliverables, and achieve project outcomes • Track milestones compared to spending • Meet all regulatory and programmatic requirements • Monitor sub-recipients' performance and spending, if applicable • Evaluate effectiveness of project activities • Meet funder reporting requirements • Troubleshoot any issues that arise	• Request no-cost extension, if appropriate • Prepare summative report to document project's results • Develop sustainability plans for appropriate components • Confirm that grant partners are on track with closeout timelines • Fully spend down and close out project according to college and funder guidelines • Disseminate results • Archive project materials

Grant Spotlight: Undergrad Research

Student completers of the summer undergraduate research program at Huntington Medical Research Institute

STEM students participate in a research workshop in preparation for their summer research assignments at local universities

STEM students completing the 2022 summer undergraduate research program at UC Irvine, UC Riverside, and Cal Poly Pomona

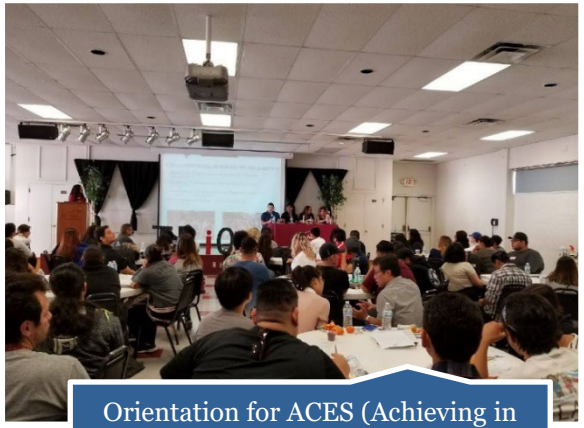
The 2023 undergraduate research cohort, sponsored by an Advanced Technological Education grant from the National Science Foundation

Pre-Award Grant Process

Stage 1: Conceptualize and Plan

- Determine potential funding opportunity(ies)
- Complete concept generator
- Document need through data analysis/literature review
- Orient project lead(s) to the grants process
- Create checklist of application requirements
- Identify possible risks/barriers
- Document support from area dean/vice president
- Create timeline/assignments
- Start application in funding agency portal

Grant Spotlight: TRIO SSS (ACES)



Orientation for ACES (Achieving in College, Ensuring Success), funded by a TRIO Student Support Services grant from the U.S. Department of Education

ACES 2023 Orientation

San Diego college and university tour

ACES students visit the Mt. SAC Wildlife Sanctuary

Analyzing Grant Opportunities

What is the purpose of the funding?	Does the purpose align with the proposed activities?
Is Mt. SAC eligible to apply?	As the lead/fiscal agent? In partnership with another entity?
When is the proposal deadline?	Does the timeline seem feasible? If not, is this an annual competition?
What are the narrative guidelines?	Is it a simple narrative or a lengthy proposal?
What is the funding range?	Is the funding adequate for what we want to accomplish? Too much?
What are the allowable costs?	Does the funder allow for desired cost categories?
Is match required?	If yes, how much? Cash or in-kind?
How will the proposal be reviewed?	Are we able to satisfy the rubric/criteria for funding?
Can we meet all other requirements?	These may include data, partnerships, letters of commitment, etc.

Grant Spotlight: Nursing

Nursing faculty complete DEI training sponsored by a Nursing Education Investment Fund grant

Grant funding from the Chancellor's Office has supported the purchase of manikins and medical simulators

Nursing students participating in clinical training are supported by grant funding from the California Dept. of Health Care Access & Information

Fall 2023 Nursing Program graduates at the pinning ceremony, which is supported in part by private funding from hospital partners

Draft Proposal Approval Summary

MT. SAC
Mt. San Antonio College

Proposal Approval Summary Form

This form must be completed, returned to the Grants Office, and reviewed by President's Cabinet before submitting a grant proposal. If you have any questions regarding this form or the proposal development process, please contact the Grants Office at grants@mtsac.edu.

Contact Information

Name		Department	
Email		Phone	

Funding Opportunity Details

Opportunity Name				
Funding Agency				
Submission Deadline			Grant Amount	
Project Start Date			Project End Date	
Is match required? (check appropriate box)	☐ Yes	☐ No	Match Amount (if applicable)	
Are indirect costs allowed? (check appropriate box)	☐ Yes	☐ No	Indirect Cost Rate (if applicable)	

Project Summary

Brief Description of Project (What need will the project address? What activities will be implemented?)	
Expected Outcomes (What are the project's expected benefits/outcomes?)	
Budgetary Needs (Examples include personnel, supplies, travel, equipment, consultants, facilities, etc.)	
Sustainability Plan (What is the plan for continuing grant activities beyond the project period?)	
Partners (If applicable, list partners and their roles in the project.)	

Approval

Signature of Responsible Administrator	*Date*	*Title*
Signature of Vice President	*Date*	*Title*

DRAFT

MT. SAC
Mt. San Antonio College

Proposal Approval Summary Form

This form must be completed, returned to the Grants Office, and reviewed by President's Cabinet before submitting a grant proposal. If you have any questions regarding this form or the proposal development process, please contact the Grants Office at grants@mtsac.edu.

Contact Information

Name	Adrienne Price	Department	Grants
Email	aprice@mtsac.edu	Phone	(909) 274-5417

Funding Opportunity Details

Opportunity Name	Health Professions Pathways Program			
Funding Agency	California Department of Health Care Access & Information			
Submission Deadline	10/16/2023		Grant Amount	$2,500,000
Project Start Date	1/1/2024		Project End Date	6/30/2028
Is match required? (check appropriate box)	☐ Yes	☒ No	Match Amount (if applicable)	
Are indirect costs allowed? (check appropriate box)	☒ Yes	☐ No	Indirect Cost Rate (if applicable)	15% of direct costs

Project Summary

Brief Description of Project (What need will the project address? What activities will be implemented?)	This project will recruit students into and support them through health pathways. The project will hold a health professions conference, guide students into appropriate programs, provide holistic support (e.g., tutoring, lab support, peer mentorship, college success workshops, licensing exam preparation), and offset student costs (textbooks, supply kits, licensure exam fees, and emergency assistance). The project will also develop virtual reality and simulation scenarios to further support students' clinical development.
Expected Outcomes (What are the project's expected benefits/outcomes?)	The project will enroll and support at least 240 students annually through the following health professions programs: Addictions Counseling, Psychiatric Technician, Registered Nursing, Respiratory Therapy, and Radiologic Technology to improve their completion and job placement rates.
Budgetary Needs (Examples include personnel, supplies, travel, equipment, consultants, facilities, etc.)	Direct costs include: a project manager (professional expert), faculty, short-term hourly, and student salaries/wages and benefits; instruction, non-instructional, and promotional supplies; software; equipment; professional development; textbooks; catering; consultants; licensure exam fees; contracted services; and student aid.
Sustainability Plan (What is the plan for continuing grant activities beyond the project period?)	The funder does not require a sustainability plan. The project will not hire any permanent positions. Outreach materials, workshops, and virtual reality/ simulation scenarios are one-time investments that will continue after the grant period. The project will evaluate activities' effectiveness and use this data to request ongoing support, if validated, through the appropriate college processes and/or to seek additional grant funding.
Partners (If applicable, list partners and their roles in the project.)	The funder does not require partnerships. However, the health programs partner with a variety of industry partners to ensure clinical placement of students and eventual job placement upon graduation and licensure. The programs have identified more than 50 hospitals/healthcare providers with which they partner on these activities.

Approval

Signature of Responsible Administrator	*Date*	*Title*
Signature of Vice President	*Date*	*Title*

SAMPLE

Sample Summary for Cabinet Review

Planned Grant Submissions for Cabinet Review						
Due Date	**Funding Source, Title, and Cycle**	**Purpose**	**Project Lead / Responsible Administrator**	**Amount / Matching Funds**	**Project Period**	**Sustainability / Existing Resource Needs**
10/16/23	California Department of Health Care Access & Information Health Professions Pathway Program This is the second cycle of funding for this new state grant program.	This project will recruit students into and support them through health professions pathways. The project will hold a health professions conference, guide students into appropriate programs, provide holistic support (e.g., tutoring, lab support, peer mentorship, college success workshops, licensing exam preparation), and offset student costs (textbooks, supply kits, licensure exam fees, and emergency assistance). The project will also develop virtual reality and simulation scenarios to further support students' clinical development.	Sarah Plesetz, Associate Dean of Technology & Health Lance Heard, Dean of Technology & Health	The request is $2,500,000. No match is required.	1/1/2024 to 6/30/2028	Sustainability is not a requirement of funding. The project will not hire any permanent positions. Outreach materials, workshops, and virtual reality/simulation scenarios are one-time investments that will continue after the grant period. The project will evaluate activities' effectiveness and use this data to request ongoing support, if validated, through appropriate college processes. This project will not need additional in-kind resources or support. This grant will supplement the existing credit health programs.

SAMPLE

Grant Spotlight: Title V, DHSI

Professional development workshop sponsored by the Title V DHSI grant from the U.S. Department of Education

Mt. SAC Title V DHSI Equipo student ambassadors with Dr. Gina Garcia

Celebrating HSI Week at Mt. SAC, September 2023

Mt. SAC delegation of Title V DHSI and Rising Scholars personnel presenting at COLEGAS

Questions?