



## 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](mailto:grants@mtsac.edu).

### Principal Investigator/Project Director

Name		Department	
Email		Phone	

### Other Project Collaborators

Name		Department	
Name		Department	
Name		Department	
Name		Department	

### Funding Opportunity Details

Opportunity Name			
Sponsoring Agency			
Pass-through Entity (if applicable)			
Sponsor Type	<input type="checkbox"/> Local	<input type="checkbox"/> State	<input type="checkbox"/> Federal <input type="checkbox"/> Private
Proposal Type	<input type="checkbox"/> New	<input type="checkbox"/> Renewal	<input type="checkbox"/> Resubmission <input type="checkbox"/> Amendment
Submission Deadline			

Funding Amount		Project Duration	
Proposed Start Date		Proposed End Date	

Does the opportunity require 501(c)(3) status?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, the project team must coordinate the submission with the Mt. SAC Foundation.
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Are indirect costs allowed? (check appropriate box)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Indirect Cost Rate (if applicable)	
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Is match required? (check appropriate box)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Match Amount (if applicable)	
If match is required, how do you intend to satisfy this requirement?			

## Project Summary

Use the following prompts to provide an overview of the proposed project. If desired, attach additional information to this form.

<p><b>Project Description</b></p> <p>What need will the project address? What activities will be implemented?</p>	
<p><b>Expected Outcomes</b></p> <p>What are the project's expected benefits/outcomes?</p>	
<p><b>Partners</b></p> <p>If applicable, list partners and their roles in the project. Will Mt. SAC issue sub-awards?</p>	
<p><b>Budgetary Needs</b></p> <p>Describe the project's budgetary needs. For personnel, specify type(s). For faculty reassignment/overload requests, specify the names and planned allocation of time.</p>	
<p><b>Sustainability Plan</b></p> <p>What is the plan for continuing grant activities beyond the project period?</p>	

## Assurances

- ☐ As the Project Lead, I acknowledge the responsibility associated with this role and will conduct the proposed project in accordance with the terms and conditions of the sponsoring agency and the policies of the College.
- ☐ If the proposal described herein is funded and accepted by the College, I will be responsible for meeting the requirements of the award, including, but not limited to, providing the proper stewardship of sponsored funds and submitting all required progress reports and deliverables on a timely basis.
- ☐ If sponsored funds are used for personnel, I understand that the College makes no ongoing commitment beyond the project period.
- ☐ Where funds are requested for lecture hour equivalents, I have reviewed this request with my Educational Administrator, and they support the reassignment/overload request.

  
 \_\_\_\_\_  
*Signature of Project Lead*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Title*

## Approval

Approvals represent general approval of details outlined in the project summary, but they do not represent specific approval of personnel titles, classifications, salary rates, or other issues governed by College policy and collective bargaining agreements.

  
 \_\_\_\_\_  
*Signature of Responsible Administrator*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Title*

  
 \_\_\_\_\_  
*Signature of Responsible Vice President*

Melba Castro

12/16/202  
 \_\_\_\_\_  
*Date*

Vice President, Student Services  
 \_\_\_\_\_  
*Title*

## Review by President's Cabinet

Date of Review	<input type="checkbox"/> Approved <input type="checkbox"/> Conditionally Approved <input type="checkbox"/> Denied
Comments	

**DRAFT - Rising Scholars Network Grant Request**

<b>2000 - Non-instructional Salaries</b>	<b>FY 2025-26</b>	<b>FY 2026-27</b>	<b>FY 2027-28</b>	<b>Total</b>
Coordinator (Range 95, Step 3) at 1.0 FTE. Includes step increases and estimated COLA of 3% each year.	\$ 88,226	\$ 95,417	\$ 100,188	\$ 283,831
Student Services Support, Level V: 52 weeks x 19 hours/week x \$23.50/hour	\$ 23,218	\$ 23,218	\$ 23,218	\$ 69,654
Student Assistant, Level V: 3 positions x 52 weeks x 19 hours/week x \$19.50/hour	\$ 55,575	\$ 55,575	\$ 55,575	\$ 166,725
<b>Total Non-instructional Salaries</b>	<b>\$ 167,019</b>	<b>\$ 174,210</b>	<b>\$ 178,981</b>	<b>\$ 520,210</b>

<b>3000 - Employee Benefits</b>	<b>FY 2025-26</b>	<b>FY 2026-27</b>	<b>FY 2027-28</b>	<b>Total</b>
Coordinator: 27.05% California Public Employees Retirement System, 6.2% OASDI, 1.45% Medicare, 0.05% state unemployment insurance (SUI), 1.31% workers' compensation (WC), \$20,776.44 health & welfare	\$ 52,591	\$ 55,184	\$ 56,904	\$ 164,679
Student Services Support: 3% alternative retirement plan, 1.45% Medicare, 0.05% SUI, 1.31% WC	\$ 1,349	\$ 1,349	\$ 1,349	\$ 4,047
Student Assistants: 1.31% WC	\$ 728	\$ 728	\$ 728	\$ 2,184
<b>Total Employee Benefits</b>	<b>\$ 54,668</b>	<b>\$ 57,261</b>	<b>\$ 58,981</b>	<b>\$ 170,910</b>

<b>4000 - Supplies and Materials</b>	<b>FY 2025-26</b>	<b>FY 2026-27</b>	<b>FY 2027-28</b>	<b>Total</b>
General office supplies and other materials to support the work of grant personnel and grant activities	\$ 3,000	\$ 3,000	\$ 2,700	\$ 8,700
Promotional supplies and materials for outreach and events	\$ 2,475	\$ 2,500	\$ 2,500	\$ 7,475
Textbooks for students	\$ 20,000	\$ 20,000	\$ 20,000	\$ 60,000
Food supplies for grant-sponsored events, student workshops, and the Rising Scholars student spaces	\$ 5,000	\$ 5,000	\$ 2,000	\$ 12,000
Supplies for students' coursework	\$ 5,000	\$ 5,191	\$ 2,000	\$ 12,191
<b>Total Supplies and Materials</b>	<b>\$ 35,475</b>	<b>\$ 35,691</b>	<b>\$ 29,200</b>	<b>\$ 100,366</b>

<b>5000 - Other Operating Expenses and Services</b>	<b>FY 2025-26</b>	<b>FY 2026-27</b>	<b>FY 2027-28</b>	<b>Total</b>
Travel costs for Rising Scholars personnel to participate in relevant professional development conferences: 2 conferences x \$2,000/conference	\$ 4,000	\$ 4,000	\$ 4,000	\$ 12,000
Cultural outings for Rising Scholars students: 4 activities x 20 students/activity x \$40/student	\$ 3,200	\$ 3,200	\$ 3,200	\$ 9,600

Student travel costs to participate in professional conferences (e.g., COLEGAS): 5 students x \$1,500/student	\$ 7,500	\$ 7,500	\$ 7,500	\$ 22,500
Guest speakers for second chance month and special workshops	\$ 2,000	\$ 2,000	\$ 2,000	\$ 6,000
Catering services for grant-sponsored workshops: 4 workshops x 20 participants/workshop x \$20/participant	\$ 1,600	\$ 1,600	\$ 1,600	\$ 4,800
Catering services for end-of-year celebration: 100 participants x \$30/participant	\$ 3,000	\$ 3,000	\$ 3,000	\$ 9,000
<b><i>Total Other Operating Expenses and Services</i></b>	<b>\$ 21,300</b>	<b>\$ 21,300</b>	<b>\$ 21,300</b>	<b>\$ 63,900</b>

<b>6000 - Capital Outlay</b>	<b>FY 2025-26</b>	<b>FY 2026-27</b>	<b>FY 2027-28</b>	<b>Total</b>
Computers and other technology for Rising Scholars student spaces	\$ 10,000	\$ -	\$ -	\$ 10,000
<b><i>Total Equipment</i></b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,000</b>

	<b>FY 2025-26</b>	<b>FY 2026-27</b>	<b>FY 2027-28</b>	<b>Total</b>
<b>Total Direct Costs</b>	<b>\$ 288,462</b>	<b>\$ 288,462</b>	<b>\$ 288,462</b>	<b>\$ 865,386</b>
<b>Indirect Costs (4% of Total Direct Costs)</b>	<b>\$ 11,538</b>	<b>\$ 11,538</b>	<b>\$ 11,538</b>	<b>\$ 34,614</b>
<b>Total Costs</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 900,000</b>

<b>Maximum Request</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 900,000</b>
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