



## 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	Jaime Hooper	Department	Nursing
Email		Phone	

### Other Project Collaborators

Name		Department	
Name		Department	
Name		Department	
Name		Department	

### Funding Opportunity Details

Opportunity Name	Rebuilding Nursing Infrastructure		
Sponsoring Agency	California Community Colleges Chancellor's Office		
Pass-through Entity (if applicable)			
Sponsor Type	<input type="checkbox"/> Local	<input checked="" type="checkbox"/> State	<input type="checkbox"/> Federal <input type="checkbox"/> Private
Proposal Type	<input checked="" type="checkbox"/> New	<input type="checkbox"/> Renewal	<input type="checkbox"/> Resubmission <input type="checkbox"/> Amendment
Submission Deadline	January 31, 2025, by 11:59 p.m.		

Funding Amount	\$2,000,000	Project Duration	2 years
Proposed Start Date	7/1/2025	Proposed End Date	6/30/2027

Does the opportunity require 501(c)(3) status?	<input type="checkbox"/> Yes <input checked="" 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Indirect Cost Rate (if applicable)	4% of direct costs
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Is match required? (check appropriate box)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Match Amount (if applicable)	
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If match is required, how do you intend to satisfy this requirement?			
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## 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>This funding supports ADN programs in Registered Nurse Shortage Areas. The project will focus on the following legislative priorities: (1) develop or expand BSN partnerships with CSU, UC, or private IHEs; (2) purchasing equipment for nursing education programs; (3) developing or scaling efforts that lead to additional clinical placements for nursing students; and (4) develop strategies for engaging and retaining nursing students.</p>
<p><b>Expected Outcomes</b></p> <p>What are the project's expected benefits/outcomes?</p>	<p>Expected outcomes include enhanced/streamlined partnerships with area BSN programs, up-to-date simulation equipment for the HCRC, increased partnerships with area hospitals/industry partners to create more clinical placements for nursing students, enhanced support services for students, improved attrition rates among nursing students, increased the number of ADN graduates, and increased the number of RNs in the region.</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>Mt. SAC will not have any formal grant partners and will not issue subawards. However, the College will partner with university BSN programs on course roadmapping, as well as hospital/healthcare partners to ensure sufficient clinical placements for ADN students.</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>The project budget will include faculty, professional expert, and short-term hourly salaries, employee benefits, instructional and non-instructional supplies, simulation equipment, maintenance agreements, consultant services, travel, professional development, catering services, meeting-related expenses for BSN workgroup and clinical partner meetings, indirect costs, and other related expenses. Please refer to the attached draft budget spreadsheet.</p>
<p><b>Sustainability Plan</b></p> <p>What is the plan for continuing grant activities beyond the project period?</p>	<p>The funding agency intends this funding to be for one-time, capacity-building efforts. This project will focus on activities that will not have long-term costs, such as establishing/enhancing BSN pathways, expanding clinical partnerships, and purchasing new simulation equipment. The equipment will have maintenance costs; however, other funding sources (CCCCO Enrollment Retention and Song-Brown) currently pay for maintenance agreements. The program expects that new equipment will replace outdated equipment, and maintenance agreements will continue to be funded out of existing sources.</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.

**Jaime Hooper** Digitally signed by Jaime Hooper  
Date: 2024.12.18 15:26:45 -08'00'  
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*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.

**Lance Heard** Digitally signed by Lance Heard  
Date: 2024.12.18 16:19:49 -08'00'                                      **Dean**  
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*Signature of Responsible Administrator*                                      *Date*                                      *Title*

**Kelly Fowler** Digitally signed by Kelly Fowler  
Date: 2024.12.20 13:22:00 -08'00'  
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*Signature of Responsible Vice President*                                      *Date*                                      *Title*

**Review by President’s Cabinet**

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

<b>Comments</b>	
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**DRAFT - Rebuilding Nursing Infrastructure Grant Request**

<b>1000 - Instructional Salaries</b>	<b>FY 2025-26</b>	<b>FY 2026-27</b>	<b>Total</b>
Faculty (hourly) to participate in monthly course roadmapping to align with BSN programs: 6 professors x 10 meetings x 2 hours/meeting x \$69.13/hour. Includes estimated 3% cost of living adjustment (COLA) in Year 2.	\$ 8,296	\$ 8,545	\$ 16,841
Faculty (hourly) for adjunct professors to participate in department retreat and other professional development activities: 20 professors x 10 hours/professor x \$69.13/hour. Includes estimated 3% COLA in Year 2.	\$ 13,826	\$ 14,241	\$ 28,067
Sophie Boquiren, Nursing Professor and Department Chair, (hourly) to develop additional clinical placements during summer and winter intersessions: 12 weeks x 20 hours/week x \$67.77/hour. Includes estimated 3% COLA in Year 2.	\$ 16,265	\$ 16,753	\$ 33,018
<b>Total Instructional Salaries</b>	<b>\$ 38,387</b>	<b>\$ 39,539</b>	<b>\$ 77,926</b>

<b>2000 - Non-instructional Salaries</b>	<b>FY 2025-26</b>	<b>FY 2026-27</b>	<b>Total</b>
Project Expert, Level III (hourly) to assist, review, and process BSN applications for ADN students: 48 weeks x 20 hours/week x \$27.50/hour	\$ 26,400	\$ 26,400	\$ 52,800
Licensed Professional, Level II (hourly) to serve as Clinical Teaching Assistants providing oversight of students at clinical sites and on-campus lab settings: 38 weeks x 60 hours/week x \$49/hour	111,720	111,720	223,440
Technical Expert, Level II (hourly) to serve as Registered Nurse Tutors providing tutoring support on nursing content and certification exam preparation: 38 weeks x 40 hours/week x \$40/hour	60,800	60,800	121,600
Technical Expert, Level II (hourly) to provide technical support for simulation equipment in the simulation lab: 2 positions x 48 weeks x 20 hours/week x \$40/hour	\$ 76,800	\$ 76,800	\$ 153,600
Technical Expert, Level III (hourly) to connect with facilities for clinical placements/job development: 48 weeks x 20 hours/week x \$45/hour	\$ 43,200	\$ 43,200	\$ 86,400
<b>Total Non-instructional Salaries</b>	<b>\$ 318,920</b>	<b>\$ 318,920</b>	<b>\$ 637,840</b>

<b>3000 - Employee Benefits</b>	<b>FY 2025-26</b>	<b>FY 2026-27</b>	<b>Total</b>
Faculty: 19.1% California State Teachers' Retirement System, 1.45% Medicare, 0.05% state unemployment insurance (SUI), 1.31% workers' compensation (WC)	\$ 8,411	\$ 8,663	\$ 17,074
Project Expert, Licensed Professional, and Technical Experts: 3% alternative retirement plan, 1.45% Medicare, 0.05% SUI, 1.31% WC	\$ 18,529	\$ 18,529	\$ 37,058
<b>Total Employee Benefits</b>	<b>\$ 26,940</b>	<b>\$ 27,192</b>	<b>\$ 54,132</b>

<b>4000 - Supplies and Materials</b>	<b>FY 2025-26</b>	<b>FY 2026-27</b>	<b>Total</b>
General office supplies to support the work of grant personnel and grant activities	\$ 2,000	\$ 2,000	\$ 4,000
Instructional supplies for classroom, clinical, and simulation settings	\$ 48,291	\$ 46,887	\$ 95,178
Food supplies BSN workgroup meetings: 10 meetings x \$100/meeting	\$ 1,000	\$ 1,000	\$ 2,000
<b>Total Supplies and Materials</b>	<b>\$ 51,291</b>	<b>\$ 49,887</b>	<b>\$ 101,178</b>

<b>5000 - Other Operating Expenses and Services</b>	<b>FY 2025-26</b>	<b>FY 2026-27</b>	<b>Total</b>
Travel costs for faculty to participate in relevant professional development conferences, such as California Organization of Associate Degree Nursing Program Directors and American Association of Colleges of Nursing: 13 professors x \$2,000/professor	\$ 26,000	\$ 26,000	\$ 52,000
Consultant services to engage university faculty in BSN partnership meetings: 6 BSN professors x \$1,000/professor	\$ 6,000	\$ 6,000	\$ 12,000
Consultant services to assist with BSN program alignment	\$ 10,000	\$ 10,000	\$ 20,000
Consultant services for guest speakers at faculty retreat and other professional development events: 4 speakers x \$5,000/speaker	\$ 20,000	\$ 20,000	\$ 40,000
Contracted services for faculty retreat: 40 participants x \$200/participant	\$ 8,000	\$ 8,000	\$ 16,000
Maintenance agreements for simulation equipment	\$ 50,000	\$ 50,000	\$ 100,000
Textbooks, study guides, and test preparation packages for students	\$ 120,000	\$ 120,000	\$ 240,000
Computer/ technology related services for NCLEX preparation and NCLEX testing	\$ 36,000	\$ 36,000	\$ 72,000
<b>Total Other Operating Expenses and Services</b>	<b>\$ 276,000</b>	<b>\$ 276,000</b>	<b>\$ 552,000</b>

<b>6000 - Capital Outlay</b>	<b>FY 2025-26</b>	<b>FY 2026-27</b>	<b>Total</b>
Equipment for clinical/simulation enhancements	\$ 250,000	\$ 250,000	\$ 500,000
<b>Total Equipment</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 500,000</b>

	<b>FY 2025-26</b>	<b>FY 2026-27</b>	<b>Total</b>
<b>Total Direct Costs</b>	<b>\$ 961,538</b>	<b>\$ 961,538</b>	<b>\$ 1,923,076</b>
<b>Indirect Costs (4% of Total Direct Costs)</b>	<b>\$ 38,462</b>	<b>\$ 38,462</b>	<b>\$ 76,924</b>
<b>Total Costs</b>	<b>\$ 1,000,000</b>	<b>\$ 1,000,000</b>	<b>\$ 2,000,000</b>

<b>Maximum Request</b>	<b>\$ 1,000,000</b>	<b>\$ 1,000,000</b>	<b>\$ 2,000,000</b>
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