



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.

Principal Investigator/Project Director

Name	Keiko Tsurumi	Department	World Languages
Email	ktsurumi@mtsac.edu	Phone	909-274-4581

Other Project Collaborators

Name		Department	
Name		Department	
Name		Department	
Name		Department	

Funding Opportunity Details

Opportunity Name	Japanese Teaching Material Purchase Grant		
Sponsoring Agency	Japan Foundation Los Angeles		
Pass-through Entity (if applicable)			
Sponsor Type	<input type="checkbox"/> Local <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Private		
Proposal Type	<input checked="" type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Resubmission <input type="checkbox"/> Amendment		
Submission Deadline	March 15, 2025		

Funding Amount	\$1,000	Project Duration	6 months
Proposed Start Date	7/1/2025	Proposed End Date	12/31/2025

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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Indirect Cost Rate (if applicable)	
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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>Project Description</p> <p>What need will the project address? What activities will be implemented?</p>	<p>This grant program is intended to assist educational institutions to purchase teaching materials (textbooks, audio-visual materials, cultural decor, dictionaries, digital learning software, teachers' reference books, etc.) for their Japanese-language courses. With grant funding, Mt. SAC would purchase a class set of calligraphy supplies for JAPN 50: The Art of Kanji, which we are offering for the first time in Fall 2025.</p>
<p>Expected Outcomes</p> <p>What are the project's expected benefits/ outcomes?</p>	<p>The cost to students enrolled in JAPN 50 would be offset with the purchase of this classroom set of calligraphy supplies.</p>
<p>Partners</p> <p>If applicable, list partners and their roles in the project. Will Mt. SAC issue sub-awards?</p>	<p>Not applicable</p>
<p>Budgetary Needs</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>This small grant of \$1,000 would exclusively support the purchase of instructional materials/supplies. This is the only allowable cost according to the funding agency's guidelines. Please also refer to the attached budget draft.</p>
<p>Sustainability Plan</p> <p>What is the plan for continuing grant activities beyond the project period?</p>	<p>There is no requirement for sustainability. This grant funding would offset the cost for students participating in the initial offering of JAPN 50. Some of these supplies could be reused for future class offerings.</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.

Keiko Tsurumi Digitally signed by Keiko Tsurumi
Date: 2025.02.04 21:59:22 +09'00'

Signature of Project Lead

Date

Professor, Japanese

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.

Hoover, Karelyn Digitally signed by Hoover, Karelyn
Date: 2025.02.05 17:14:45 -08'00'

Signature of Responsible Administrator

2.5.25

Date

Dean, Humanities & Social Sciences

Title

Kelly Fowler,
Ph.D. Digitally signed by Kelly Fowler,
Ph.D.
Date: 2025.02.18 08:06:18 -08'00'

Signature of Responsible Vice President

2/18/25

Date

Vice President, Instruction

Title

Review by President's Cabinet

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

DRAFT - Japanese Teaching Material Purchase Grant Budget Request

Supplies and Materials	FY 2025-26
Instructional supplies: calligraphy supplies for JAPN 50: The Art of Kanji	\$ 1,000
<i>Total Supplies and Materials</i>	<i>\$ 1,000</i>

	FY 2025-26
Total Costs	\$ 1,000