



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	Jaime Hooper	Department	Nursing
Email	jhooper1@mtsac.edu	Phone	909-274-5170

Other Project Collaborators

Name	Sophie Boquiren	Department	Nursing
Name		Department	
Name		Department	
Name		Department	

Funding Opportunity Details

Opportunity Name	Song-Brown Registered Nurse Education Programs		
Sponsoring Agency	California Department of Health Care Access & Information		
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	December 5, 2024, by 3:00 p.m.		

Funding Amount	Up to \$900,000	Project Duration	26 months
Proposed Start Date	June 30, 2025	Proposed End Date	August 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 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)	
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>Project Description</p> <p>What need will the project address? What activities will be implemented?</p>	<p>The College has received Song-Brown funding for the Nursing program for many years. This competitive grant program is based on Mt. SAC's enrollments, partnerships with clinical sites located in Registered Nurse Shortage Areas (RNSAs), and graduates who go on to work in RNSAs. Grant funding supports equipment, supplies, textbooks, software, clinical teaching assistants, tutors, and other supports that enhance the program to improve student outcomes.</p>
<p>Expected Outcomes</p> <p>What are the project's expected benefits/outcomes?</p>	<p>Grant funding enables the Nursing program to provide equipment, supplies, and support services that directly benefit students. Outcomes include reduction of costs for students, improved retention and course success rates in the program, increased graduation rates, and increased numbers of students passing the certification exam and practicing in RNSAs throughout the region.</p>
<p>Partners</p> <p>If applicable, list partners and their roles in the project. Will Mt. SAC issue sub-awards?</p>	<p>The Nursing Program partners with many healthcare providers to ensure clinical placements for students. The grant project will not involve sub-awards.</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>Grant funding will support faculty, clinical teaching assistants, registered nurse tutors, instructional and non-instructional supplies, textbook packages for students, instructional equipment and maintenance agreements, travel and conference, and food supplies/catering for grant-sponsored events. Please refer to attached budget spreadsheet.</p>
<p>Sustainability Plan</p> <p>What is the plan for continuing grant activities beyond the project period?</p>	<p>The funder does not require a sustainability plan. This is an annual competitive state grant, and the Nursing program plans to apply every year. We have been careful to not include permanent salaries or other ongoing costs. If future grant funding was not available, the program would scale back on providing tutoring, textbooks packages for students, new equipment, and other non-mandatory activities.</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: 2024.11.15 14:07:50
-08'00'

Signature of Project Lead

Date

Professor of Nursing

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: 2024.11.18 16:05:43
-08'00'

Signature of Responsible Administrator

Date

Dean

Title

Kelly Fowler Digitally signed by Kelly Fowler
Date: 2024.11.19 14:31:11
-08'00'

Signature of Responsible Vice President

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 - Song-Brown Nursing Program Grant Request

1000 - Instructional Salaries	FY 2025-26	FY 2026-27	Cumulative
Adjunct faculty (hourly noninstructional rate) to participate in departmental professional development activities, complete clinical site orientations, and coordinate test preparation and NCLEX review: 160 hours x \$69.13/hour. Includes estimated 3% cost of living adjustment (COLA) annually.	11,061	11,393	22,454
<i>Total Instructional Salaries</i>	<i>11,061</i>	<i>11,393</i>	<i>22,454</i>

2000 - Non-instructional Salaries	FY 2025-26	FY 2026-27	Cumulative
Clinical Teaching Assistants (Licensed Professional, Level II) to provide 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
Registered Nurse Tutors (Technical Expert, Level II) to provide tutoring support on nursing content and certification exam preparation: 38 weeks x 40 hours/week x \$40/hour	60,800	60,800	121,600
<i>Total Non-instructional Salaries</i>	<i>172,520</i>	<i>172,520</i>	<i>345,040</i>

3000 - Employee Benefits	FY 2025-26	FY 2026-27	Cumulative
Faculty: 19.1% California State Teachers' Retirement System, 1.45% Medicare, 0.05% state unemployment insurance (SUI), 1.31% workers' compensation (WC)	2,423	2,497	4,920
Clinical Teaching Assistants and Registered Nurse Tutors: 3% alternative retirement plan, 1.45% Medicare, 0.05% SUI, 1.31% WC	10,023	10,023	20,046
<i>Total Employee Benefits</i>	<i>12,446</i>	<i>12,520</i>	<i>24,966</i>

4000 - Supplies and Materials	FY 2025-26	FY 2026-27	Cumulative
General office supplies to support the work of grant personnel and grant activities	2,000	2,000	4,000
Instructional supplies for classroom settings, clinical settings, and the Health Careers Resource Center (HCRC)	9,770	9,770	19,540
Food supplies for Nursing department events, such as Welcome Night, orientations, professional development events, and pinning ceremonies	3,000	3,000	6,000
<i>Total Supplies and Materials</i>	<i>14,770</i>	<i>14,770</i>	<i>29,540</i>

5000 - Other Operating Expenses and Services	FY 2025-26	FY 2026-27	Cumulative
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
Catering for grant-sponsored events, such as department study sessions, professional development events, and student recognition activities	8,000	8,000	16,000
Maintenance agreements for simulation and other equipment in the HCRC	40,000	40,000	80,000
ATI Supreme Bundle textbooks, study guides, and test preparation package for students	55,000	55,000	110,000
<i>Total Other Operating Expenses and Services</i>	<i>129,000</i>	<i>129,000</i>	<i>258,000</i>

6000 - Capital Outlay	FY 2025-26	FY 2026-27	Cumulative
Equipment for clinical enhancements in the HCRC	110,000	110,000	220,000
<i>Total Capital Outlay</i>	<i>110,000</i>	<i>110,000</i>	<i>220,000</i>

	FY 2025-26	FY 2026-27	Cumulative
Total Costs	449,797	450,203	900,000