

Special Projects for Improving the Classroom Experience (SPICE)

Funding & Extension Requests

If your SPICE application is funded, a budget allocation will be made to your department. Expenditures must be tracked with a SPICE-related class code in the chartfield-string used on all paperwork. Funds are state dollars (not Cal Poly Pomona Foundation, Inc.) and will be spent using [state processes, guidelines, and deadlines](#). See [new guidelines](#) for expending State funds on food for student events or professional development events, or for paying individuals to participate in surveys and studies.

Awarded funds must be used for the purposes for which they were budgeted, with reasonable deviations allowable.

University Administrative Processing Timelines apply, with some deadlines as early as March depending upon the activities involved. We recommend planning to submit all expenditure requests no later than the end of February to assure expenses post in time.

Extensions are provided only under exigent circumstances such as were associated with the pandemic and supply chain challenges. To request a funding extension, please email the SPICE Committee at spicecommittee@cpp.edu using the format provided below by May 14, 2027, for it to be considered. Requests received after May 14, 2027, may not be considered.

FORMAT for extension requests:

Dear SPICE Committee:

RECAP: Describe the objective(s) of your proposal.

ISSUES: Describe the issue(s) that prevented the spending of the SPICE grant monies.

ACTIONS TAKEN: Describe all action taken in your attempts to keep the project on schedule.

POSSIBLE SOLUTION: List possible solutions to ensure funds will be exhausted by the deadline set by the Committee (if approved).

REMAINING FUNDS AND A REVISED BUDGET: Provide a recap of amount awarded and remaining award to be spent. Please submit a revised budget. Please use track changes to indicate the requested modifications to the budget.

REQUEST: Formal request of the extension. Provide the date of when you expect to have expended all SPICE funds. Funds not expended by the deadline approved by the SPICE Committee will revert to the SPICE funds for future awards.