Student Success Fee: Special Projects for Improving the Classroom Experience (SPICE)
Request for Proposals to Modernize Classroom Equipment

Proposals due Monday, February 08, 2027, by 11:59PM for funding in AY 2027-2028

SPICE Website

PURPOSE

Funds are available through the Student Success Fee to modernize specialized equipment and software used in teaching labs and classrooms. **Colleges, academic departments, and degree programs are eligible to submit one proposal each.** Proposals are typically submitted by the department chair. Proposals will not be accepted for spaces for which research is the primary function.

Please check the description of eligible projects and the rubric to ensure that you apply to the correct competition. Innovative Approaches to Instruction proposals will be at a severe disadvantage if submitted to the Modernize Classroom Equipment competition, and vice versa.

Important notes for this year's competition:

- Applications for Modernize Classroom Equipment projects can now be submitted every competition year. Priority will be given to colleges, academic departments, and degree programs which did not receive an award in the prior year.
- Please note that all awardees must have completed all CPP and CSU required training before the budget will be allocated.

SPICE funds must be fully expended during the Fiscal Year for which they are awarded. Under exigent circumstances, it is possible to apply for approval to extend the spending deadline, but awardees should assume that unexpended funds will revert to SPICE to support future proposals.

Proposals will be shared with deans and department chairs to encourage coordination of resources and to avoid duplication.

ELIGIBLE PROJECTS AND COSTS

Eligible projects include, but are not limited to, lab and classroom equipment, new equipment, replacing or upgrading equipment, specialized software, and non-standard classroom furniture. Costs for the purchase and installation of equipment, room upgrades, and necessary building infrastructure upgrades should be addressed in the proposal.

Costs: Typical proposals range from $10,000 to $18,000. Maximum for any single proposal is $30,000. Proposals that exceed the maximum amount of funding will be returned without review. Proposals for less than $10,000 are also welcome. Full funding for proposals is not guaranteed, and proposals may be partially funded.

While it is not typical to include overload or summer pay in Classroom Modernization proposals, SPICE recognizes that new ideas sometimes require significant faculty effort. Funding for faculty stipends may be included, up to a maximum of $7,464 (equivalent to 3 WTU at the standard replacement rate). Assigned time will not be approved due to the impact on instruction. If two or more faculty members collaborate to achieve the objectives of the project, they must divide the maximum total.

Funds are state dollars (not Cal Poly Pomona Foundation, Inc., dollars) and will be spent using state processes, guidelines, and deadlines.

NOT ELIGIBLE: Room upgrades/facility modifications that do not support student learning as its primary goal, standard classroom furniture, consumables (e.g., sheet metal, test tubes), routine/recurring maintenance and repair needs.

If there is a lack of eligible proposals for funding, the remaining available funds may be transferred to Innovative Approaches to Instruction awards.

INFRASTRUCTURE COST ESTIMATES

Proposals requiring infrastructure additions/alterations, including cosmetic or physical improvements to a teaching facility, must have approval from the Dean of the College. The project must consider infrastructure needs, such as electrical, ventilation, plumbing, and space clearances (including height). All changes are subject to applicable California building code, fire/life/safety, and permit requirements.

If applicable, proposal budgets should include rough estimates provided by

Information Technology & Institutional Planning (IT&IP), Facilities Planning & Management, and/or Academic Resources as appropriate. For example, if a proposal calls for installation of computer equipment, a rough estimate from IT&IP of the total cost of equipment, plus installation, should be included in the budget. If the room where the computer equipment will be installed requires additional electrical outlets, facility upgrade costs must be estimated and included.

- For estimates from IT&IP, please submit a "Make a Request" help ticket and put "SPICE Funding - Technical Review" in the short description box.
- For assistance with scoping out infrastructure requirements and advice on potential costs, please contact Andrew Naranjo, Space and Facilities Utilization Specialist in Academic Affairs, at amnaranjo@cpp.edu and include in the subject line that it is a SPICE estimate. If you are proposing the purchase of equipment, please provide vendor specifications for the equipment you intend to purchase.
- To include the estimates in your proposal, upload PDFs of the estimate documents as attachments.

It is highly recommended that applicants submit their request for estimates as soon as possible and allow ample time (4-6 weeks) for the estimates.

TIMELINE

- Deadline for submission -- February 08, 2027
- Selection and notification to awardees – May 10, 2027
  - Abstracts of successful proposals will be listed on the SPICE website.
- Funding approval is conditional on final approval by FP&M or IT&IP, if applicable
- Completion of spending – By the end of the 2027-2028 fiscal year (June 30, 2028). University spending deadlines will apply. We recommend planning to submit all expenditure requests no later than February 29, 2028, to ensure expenses post in time.
  - Deadline to request a spending extension due to exigent circumstances is May 12, 2028.
- Commencement of work – July 1, 2027
  - Selected proposals that require IT&IP and FP&M work orders will be scheduled in cooperation with those departments.

PROJECT SELECTION

The Special Projects for Improving the Classroom Experience (SPICE) Committee includes faculty members, student leaders, and representative administrators from Academic Affairs, and Information Technology & Institutional Planning. The primary criterion for selection is potential impact on student learning. See below for a detailed selection rubric. Projects initially selected for funding by the committee will be reviewed by Facilities Planning & Management for final approval following assessment of the infrastructural impact of the project.

USING FUNDS IF AWARDED

If funds are awarded, a budget allocation will be made to the department and expenditures 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., dollars) and will be spent using state processes, guidelines, and deadlines.

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 2028 depending upon the activities involved. We recommend planning to submit all expenditure requests no later than February 29, 2028, to ensure expenses post in time.

FOR QUESTIONS

Please email spicecommittee@cpp.edu.

APPLICATION TO MODERNIZE CLASSROOM EQUIPMENT

Proposals must be submitted via InfoReady.
The deadline to apply is February 8, 2027, by 11:59pm.

Use the questions below for planning your proposal. When ready, use the InfoReady platform to submit your proposal. You will need your CPP login credentials. Please note that proposals may be submitted starting on November 16, 2026, and are due on February 8, 2027 by 11:59pm.

Dean/ Department Chair/ Program Lead First Name:
Dean/ Department Chair/ Program Lead Last Name:
Bronco ID Number:
Email:
College Name:
Department Name:
Degree Program:
Requested Stipend Amount:
Total Funding Requested:
Is Partial Funding Acceptable? (Y/N):
Proposal Title:
Proposal Abstract:
Indicate the last academic year you were awarded a SPICE Modernization grant:
Brief Description of the Impact on Student Success:

Please answer the questions briefly and provide an attached budget (see the budget template below). Extensive detail is not necessary; however, please provide enough to inform the selection committee fully.

1. Describe the purpose of the request and the anticipated impact it will have on student learning, with reference to program goals. Describe plans for assessment of the project's impact on student learning. Include specific ways of measuring its effectiveness. What data will be used to determine its success? (Character limit 10240 / Word limit 1000).
2. Describe the scope of the project. How many students will this project affect? Is there a particular group of students who will be addressed, e.g., graduating seniors, veterans, student parents, students from groups historically

underrepresented in the field or the university, etc.? Will the project benefit students in ways other than specific learning outcomes, e.g., enhanced employment skills or graduate school readiness? (Character limit 10240 / Word limit 1000).

3. Address sustainability issues related to accessibility, maintenance costs, ongoing supplies, etc. (Character limit 10240 / Word limit 1000).
4. What resources do you need to complete the project? Using the attached budget template, provide a detailed budget, including justification for items requested. The project must consider, and the budget must include any infrastructure needs such as electrical, ventilation, plumbing, and space clearances (including height). (Character limit 10240 / Word limit 1000).
    a. Does your project involve purchasing furniture or equipment?
    b. If yes, which building and room will it be going into? What utilities does it require (power, internet, water, gas, other)? (Character limit 10240 / Word limit 1000).
    c. Do your proposed activities require room or building system upgrades? Yes or no. If yes, please explain. (Character limit 10240/Word limit 1000).
    d. Is your project partially funded by other sources? Please elaborate. (Character limit 10240 / Word limit 1000).
    e. Would partial funding benefit your project? If your project is partially funded, how would you adjust the project to meet the partial funding amount? (Character limit 10240 / Word limit 1000).

COMMITMENT STATEMENT

If my project is selected, I will:

- Use the project resources as outlined in my budget.
- Provide, upon request from the SPICE Committee, a summary of spending and an assessment of the usefulness of the program.
- Provide dissemination materials upon request (e.g., a presentation at a brown bag or a university event, etc.)
- Expend grant funds during the 2027-2028 fiscal year, understanding that spending deadlines as early as March 2028 could apply.
- Allow my abstract to be listed on the SPICE website of successful applicants.

BUDGET TEMPLATE

Priority	Item	Amount	Justification
1	EXAMPLE: Cole-Parmer Compound Microscope with Display and Camera Plan objectives	EXAMPLE: 10 microscopes x $1829 = $18,290	EXAMPLE: This multifunctional compound microscope will enable students and instructors to observe and navigate visual fields with greater efficiency, while simplifying the capture of high-resolution microscopic images. These images can be projected in real time, shared, and/or stored for later review, editing, and incorporation into presentations and laboratory reports. This is an industry standard microscope. The cost quoted is competitive, with a volume discount included.
2	Microscope covers	$1,200	
3	Cleaning solution	$2,000	
	(Add rows as needed)		
	Total request	$21,490	

Proposals that exceed the maximum amount of funding will be returned without review.

SCORING RUBRIC

(TO BE USED BY SELECTION COMMITTEE MEMBERS TO EVALUATE PROPOSALS)

Equipment supports student learning outcomes

4 Equipment is demonstrably and significantly important to meeting learning outcomes and/or will demonstrably and significantly improve the learning environment

3 Equipment is important to meet learning outcomes and/or will improve the learning environment

2 Equipment is somewhat important to meet learning outcomes and/or the learning environment

1 Relationship to student learning outcomes is not clearly demonstrated in the proposal

Scope of impact on students; inclusivity and equity

4 Equipment will benefit a very large percentage of students in the program, and/or will affect many (hundreds) non-program students by improving space that is in general use, AND plans for equipment use and student training are deliberately and carefully designed to incorporate inclusive strategies leading to equitable outcomes for all students.

3 Equipment will benefit many students in the program and/or a significant number of non-program students, OR plans for equipment use and student training provide attention to inclusive strategies leading to equitable outcomes for all students.

2 Equipment will benefit some students in the program and few non-program students, OR plans for equipment use and student training consider as incidental inclusive strategies leading to equitable outcomes for all students.

1 Equipment is focused on a narrow objective such that it will benefit a small number of students in a given academic year, OR project neglects inclusivity and equity

Equipment will help the program to meet industry standards or is cutting edge within the discipline

4 Existing equipment is substantially faulty or obsolete and needs immediate replacement, or there is no existing equipment for the purpose, or the new equipment reflects new or current innovative technologies

3 Existing equipment is having problems, and/or will be obsolete within 1-2 years

2 Existing equipment is workable but does not meet industry standards
1 Relationship to industry standards is not clearly demonstrated in the proposal

Equipment will be easy to integrate into current procedures
4 Equipment presents no barriers to any faculty member or student to use
3 Equipment may require an orientation for users unfamiliar with it, and/or training has been adequately addressed in the proposal
2 Equipment can be integrated into current procedures but will require significant training, which was not addressed in the proposal
1 Ease of integration of equipment into current procedures was not demonstrated in the proposal.

Budget is reasonable, and justification is provided for each item
4 Each item has been accurately and competitively priced and a strong justification for its utility is given
3 Items are appropriate but either pricing method is questionable, or justification is not strong
2 Rationale for both items and pricing is weak
1 Requests are not reasonable

Equipment use is sustainable
4 There are no expected additional ongoing maintenance expenses due to purchase of new equipment
3 There are minimal new ongoing maintenance expenses and the funding for those has been adequately addressed
2 There are significant new ongoing maintenance expenses and the funding for those has been somewhat adequately addressed
1 There are significant new ongoing maintenance expenses and the funding for those has not been adequately addressed

Total: 24 points possible

FOR SPICE SELECTION COMMITTEE USE ONLY
Please comment on any item that you scored less than 3, please also add any other comments you may have: