

## WIHEA External Collaboration Fund 2024/25

### Funding Objectives

The External Collaboration fund is aimed at enabling the development of Staff and Student collaborations between two or more Higher Education Institutions (HEI's) to develop and share knowledge, experience and capabilities to address current challenges within the HE Sector.

We are looking for innovative ideas and outputs which have the potential to positively impact Higher Education. Successful proposals are likely to offer, for example, online resources, events or engagement activities, case studies of successful practices, and/or make a contribution to existing literature. Please note this is not an exhaustive list.

The priority areas for 2024/25 are shown below, whilst projects focusing on these areas are preferred, we are open to considering proposals relating to other emerging priority areas:

- Inclusive Education
- Blended Learning
- Innovative Assessment
- Empowering Students and Graduates
- Communities and Connection

If you'd like feedback from the Director of WIHEA, Jessica Humphreys on a proposal idea for an alternative theme or establish whether your proposal fits with the given priorities in advance of drafting a full proposal, you are welcome to email an overview to [WIHEA@warwick.ac.uk](mailto:WIHEA@warwick.ac.uk) so that feedback can be arranged. Please ensure sufficient time is given to allow feedback to be given and submission of the proposal before the closing date.

### Eligibility

To ensure projects funded through WIHEA relate directly to Warwick's strategic, policy and emerging institutional considerations, we require our WIHEA Fellows to take on the project leadership roles. Therefore, only proposals that meet the following eligibility criteria will be considered:

- The Project Lead must be a WIHEA Staff Fellow for a project proposal to be considered.
- The Project Co-lead must be a Staff Member from another HEI.
- The main Project Lead and Co-lead must have the support from their Head of School or Department.
- The collaboration must include members of Staff and Students from the University of Warwick and Staff and Students from a minimum of one other Higher Education Institution. (Staff must have the support from their Head of School or Department and Students the support of their Personal Tutor or equivalent)

- All applications should include clear, realistic outputs and clearly explain the mutual area of benefit for the institutions collaborating and/or for the wider sector.
- Student participation from each collaborative institution is expected to ensure that staff and student perceptions and interests are understood and aligned.

Please also refer to project criteria as detailed in the 'Assessment of proposals' section below.

### **Making Connections**

WIHEA Fellows can explore their own networks and independently approach colleagues from other institutions. The funding will also be advertised on relevant networks such as Association of National Teaching Fellows (ANTF) and Heads of Educational Development Group (HEDG) to enable externals to initiate the connection.

### **Submitting a proposal**

- Submission should be via the [online Application Form](#) provided on the WIHEA Funding web page.
- The call for proposals opens on **Monday, 30 September 2024** and will **close at 5pm on Wednesday, 8 January 2025**.
- Due to the tight timeframe of all proposals being reviewed by the Advisory Group meeting, there will be no extensions given to this deadline.
- The WIHEA Advisory Group will individually assess the proposals submitted and agree final outcomes.
- It is expected that outcomes will be communicated to applicants on **27 January 2025**.
- There will only be one call for this funding this academic and financial year.

### **Assessment of proposals**

Proposals will be individually assessed by the WIHEA Advisory Group to ensure they meet the required eligibility and project criteria.

A proposal must clearly state which of the above priority area it is aiming to contribute to. Successful proposals are likely to offer, for example, online resources, events or engagement activities, case studies of successful practices, and/or make a contribution to existing literature, they should also meet the following project criteria:

#### **Project Criteria:**

- Applications should read as joint and student-staff partnership should be clearly embedded.
- Projects should have the ability to make a significant contribution to the advancement of knowledge and/or practice in the relevant priority area.
- The proposal should make clear the usefulness of the grant to further development of the activity and/or degree of impact.
- Appropriate use of the budget should be evidenced, including a breakdown of costs for all of the planned activities and the timescales.
- **Projects should be a maximum of 5 months duration and be delivered between 01 February and 31 July 2025.**
- The budget section must make clear the total budget to be allocated to each Higher Education Institution and which activities each HEI's budget will cover.
- The proposal must detail the applicant's expertise within their specific field of learning, teaching, innovation or enhancing the student experience, including evidence of previous dissemination, collaboration and/or educational leadership ability.

- Evidence of a commitment to equality, diversity and inclusion.
- In line with the University of Warwick's financial regulations, a Grant Agreement must be fully agreed and signed by the appropriate signatory at each Higher Education Institution in the collaboration, a purchase order raised by Warwick and an invoice raised by the partnering institution(s) before funding can be paid. For a proposal to be considered a copy of the HEI partner(s) official letter head, confirming official address and also confirmation of the HEI's bank details, Company and VAT registration number must be provided with the online application. A named contact to liaise with to arrange the signing of the Grant Agreement must also be provided.

As part of the assessment process, the Advisory Group will consider whether part or all of a project will require an ethical review. Please note that if the proposal is awarded funding, it is the Project Lead(s) responsibility to ensure that any research activity related to the project is conducted in a manner consistent with established ethical standards and, where necessary, that ethical approval is obtained before activities commence. Please consider this before submitting a proposal and ensure the planned schedule for the project can commence and stay within the timeline shown, if ethical approval is required at one or more of the HEI's.

Applicants who wish to discuss their research and/or the ethical application process before submission should contact the HSSREC Secretary ([HSSREC@Warwick.ac.uk](mailto:HSSREC@Warwick.ac.uk)) or for BSREC please contact [BSREC@Warwick.ac.uk](mailto:BSREC@Warwick.ac.uk) in the first instance with any queries.

*The **Humanities and Social Sciences Research Ethics Committee (HSSREC)** are setting up a new pool of reviewers specifically for low-risk Education Research projects. If you are interested in reviewing projects for HSSREC and want to find out more about what this would involve, you can join us at an informal information session held by Rosie Bellamy on Thursday, 19th September at 4pm on MS Teams by emailing us at [WIHEA@warwick.ac.uk](mailto:WIHEA@warwick.ac.uk) or after this date, please contact Rosie directly ([Rosie.Bellamy@warwick.ac.uk](mailto:Rosie.Bellamy@warwick.ac.uk)) to learn more about the process with no obligation to join.*

## **Funding**

WIHEA has £8k to fund two External Collaboration projects. Proposals for up to £4k per project will be considered. This funding is mainly to pay for student's time and general project costs. The project costs for each HEI in the collaboration should be clearly listed in the proposal, along with the total to be awarded to each Partner.

Please note that the employment of Students' must be arranged and paid for directly by the HEI at which they are studying, so ensure the rates of pay used in the calculations are correct to the method and institution by which they will be paid. Students employed by the University of Warwick must be employed and paid via Unitemps. Hours are only to be worked if students are legally permitted and in accordance with any visa restrictions over the duration of the project. Students' paid time can only commence after proof of eligibility to work in the UK has been provided.

***To encourage a consistent approach for paying students, WIHEA has guidance on pay rates and Unitemp charges, which is available upon request. Please email requests for guidance to [WIHEA@Warwick.ac.uk](mailto:WIHEA@Warwick.ac.uk)***

For Focus Group participation or should you wish to offer Students a prize or incentive to take part in a survey, there is an option of Edenred Vouchers. FinRegs currently state that; Research participants, including completion of surveys and participation in focus groups – can be give a maximum of £25 per person. Any such voucher provision should be in accordance with and approved by FinRegs and have the appropriate ethical clearance. If wishing to add this in to your proposal please ensure your Departmental Administrator seeks FinRegs approval from [finregs@warwick.ac.uk](mailto:finregs@warwick.ac.uk) first.

Project Leads and partners are responsible for ensuring that funding awarded is spent by partners in accordance with their own Higher Education Institution's Financial Regulations and Procedures.

Any funding awarded internally (University of Warwick) must be spent by the end of the financial year (31 July 2025) and all expenditure must comply with [University Financial Regulations and Procedures](#). Any funding awarded externally must be paid to the relevant institution before 31 July 2025. Any overspend of the award will be met by the named Departments/HEI's.

As stated above, funding will be made available to partners after a Grant Agreement has been signed. Once the signed agreement has been received, WIHEA will transfer the internal funds to the relevant Departmental cost code (as provided by the Project Lead) and will raise a Purchase Order for the partner HEI('s). Upon receipt the invoices received from partners will be passed to the Payments Team for immediate payment.

**Any queries concerning this fund, or the guidance above please email [WIHEA@warwick.ac.uk](mailto:WIHEA@warwick.ac.uk)**