

WIHEA Fellows – Small Fund (2024-25)

Background

Alongside WIHEA's overarching commitment to Internationalisation, Interdisciplinarity and Student Research, to support the new Education and Student Experience Strategy the strategic areas for 2024/5 are as follows:

- Leading Educational Excellence
- Inclusive Student Experience
- Empowering Students and Graduates
- Communities and Connection

This Small Fund aims to exclusively enable WIHEA Fellows to develop collaborative partnerships between staff and students to either:

1. Undertake more **speculative activities** which could not yet be funded from other sources
2. Assist with the **dissemination of good practice** in one or more of the above strategic areas
3. **Develop project proposals** to apply for Warwick's Education Fund or other internal/external funding which are deemed to have potential and/or are of strategic importance to the institution, which cover one or more of the areas below:
 - a) Assessment
 - b) Feedback
 - c) Curriculum Design
 - d) Innovation in Education Practices
 - e) Building Leadership in Education Excellence

Examples of activities this funding could support are given below, this is not meant to limit scope, as other activities will be considered:

- Payment of student time spent on planning, researching, or delivering and evaluating specific activities. (Guidance on pay rates is available from WIHEA, please email WIHEA@warwick.ac.uk)
- Costs to deliver one-off or a series of focus groups.
- Costs associated with taking outputs/research findings to a wider audience.
- Travel costs (UK only) to enable students/staff to visit other HEI's to deliver specific activities.
- Technical support for delivering/sharing outputs will be considered but the purchase of equipment will not be funded.

Funding Requests

This year, WIHEA has allocated £10k to this fund and will accept Small Fund requests of up to a maximum of £1k each. A formal request for this funding is to be emailed to WIHEA@warwick.ac.uk and must provide the following:

- a. A clear overview of what the project/activity is aiming to achieve and include the specific intended outputs and the strategic priority it relates to (500 words). If successful, this overview will be shared on the WIHEA funding web pages.
- b. A timeline of the activities and a clear breakdown of the costs involved to deliver each activity and total amount requested.
- c. A list of staff/students and respective department/service that will be involved in **delivering the project/activity**.

Requests will be accepted until 27 June or until all funding has been allocated.

Funding Criteria:

To be eligible for funding, the project/activity must meet the following criteria:

1. The project/activity Lead submitting the proposal must be a current WIHEA Staff Fellow, WIHEA Student Fellows may Co-lead.
2. The project or activity must collaborate with a minimum of one other department or service.
3. Activities **must** involve students and staff working in partnership to ensure that both staff and student perceptions and interests are understood and aligned accurately. A minimum of one student must be involved.
4. Projects or activities must align with WIHEA's strategic themes. Please see the [WIHEA funding web page](#) or discuss with Jessica Humphreys.
5. Proposals should demonstrate awareness of ethical implications where relevant.
6. The formal request for funding is to be emailed to WIHEA@warwick.ac.uk and must provide the information stated in the above allocation process section.
7. All costs for the project/activities must be processed prior to 31 July 2025 (the end of the financial year).
8. Requests must be supported by the applicant's Head of Department.

Assessment of Requests:

Requests for this funding will be assessed on the basis of alignment with WIHEA's strategic themes and Education priorities, quality of planned activities, quality and scalability of proposed outputs, and potential impact. They will be assessed by the WIHEA Director. Fellows wishing to submit a request for this funding are welcome to contact the Director, Jessica Humphreys jessica.humphreys@warwick.ac.uk to enquire about the suitability of their proposal prior to submitting the request formally.

A response to all requests will be provided within 20 working days.

Additional Funding Information:

To receive any awarded funding, Project Leads must first provide a department cost code and agree in writing to take responsibility for ensuring that the funding awarded is spent by the end of the financial year (31 July) and that all expenditure complies with [University Financial Regulations and Procedures](#).

Any overspend of the award will be met by the Project Lead's Department.

Within one month of the activities being completed Project Leads will be required to produce a written evaluation and summary of outputs. Information about the outputs will be shared on the WIHEA funding web pages and where appropriate via other WIHEA dissemination channels.