

## WIHEA External Collaboration (Pilot) Fund 2021-22

### Funding Objectives

This small pilot 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 2021/22 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 and assessment
- Sustainability in Education
- Student and Staff Wellbeing

If you'd like feedback from the Director of WIHEA, Dr Letizia Gramaglia 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 Main Co-Lead may be a WIHEA Student or Staff Fellow/Alumni or Staff Member from Warwick or another HEI. (Staff must have the support from their Head of School or Department and Students the support of their Personal Tutor or equivalent).
- 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.

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- 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.

If you are not a WIHEA Fellow but you have a project idea, you are invited to approach any of our current WIHEA Fellows with an outline of your collaborative project. WIHEA Fellows have been made aware of this funding opportunity. Please visit our web page for a list of all our [current Fellows](#). Should you need further help with contacting them please email [WIHEA@warwick.ac.uk](mailto:WIHEA@warwick.ac.uk) and we will assist.

### **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, 15 November 2021 and will **close at mid-day on Wednesday, 8 December 2021**.
- The WIHEA Advisory Group will assess the proposals submitted and agree final outcomes at the Advisory Group meeting on Tuesday, 14 December 2021.
- It is expected that outcomes will be communicated to applicants by Friday, 17 December 2021.
- A further call may be opened in Term 2 (Jan to Mar 2022), if there is remaining funding available.

### **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 project criteria below:

- 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.
- Usefulness of the grant to further development of the activity and/or degree of impact.

- Appropriateness of the budget and planned activities and clear split of budget allocation for each collaborating institution.
- Evidence of estimated cost breakdown and timescales for each Higher Education Institution.
- 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.
- Projects should be of approximately six-month duration. The earliest they can start will be during January 2022.

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.

If you need advice, please contact the Research Governance Team ([researchgovernance@warwick.ac.uk](mailto:researchgovernance@warwick.ac.uk)) in Research & Impact Services for further guidance.

## Funding

WIHEA has a £16k pilot fund, which offers small grants of up to a maximum of £4k per project, potentially funding up to 4 initial projects.

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. Funding will be made available to partners at the start of the project.

***To encourage a consistent approach for paying students, WIHEA currently suggests the following guidance to help determine a suitable rate:***

- Student Co-creator type of tasks – a basic hourly rate of £12.04 per hour, via Unitemps the charge rate for this (the amount to use in calculating project costs) is £16.64/£17.87 dependent on length of employment contract\*.
- Project Officer type tasks – a basic hourly rate of £14.29 per hour, via Unitemps the charge rate for this (the amount to use in calculating project costs) is £19.74/£21.20 dependent on length of employment contract\*.

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 and **the employment of Students' must be arranged and paid for directly by the HEI at which they are studying. It is important to ensure the project budget details how much of the funding should be awarded to HEI's to cover these costs.**

Students employed by the University of Warwick must be employed and paid via Unitemps. For further guidance on Unitemps pay and charge rates (including \* Pre & Post AWR charge rates), please contact Patrick McGough on 0739 212 5550 or via [unitemps.internal@warwick.ac.uk](mailto:unitemps.internal@warwick.ac.uk)

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 2022) and all expenditure must comply with [University Financial Regulations and Procedures](#). Any overspend of the award will be met by the named Departments/HEI's.

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