

WIHEA External Collaboration Fund 2023-24

Funding Objectives

This small 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 remain the same for 2023/24 as they have the previous two years and 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 innovative assessment
- Sustainability in Education
- Student and Staff Wellbeing

If you'd like feedback from the Acting 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 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.

If you are not a WIHEA Fellow but you have a project idea, you are welcome to approach a WIHEA Fellow with an outline of your collaborative project, should they wish to provide support and have a role overseeing the delivery of the project, then you can jointly co-lead. 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 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, 25 September 2023** and will close at 5pm on **Monday, 13 November 2023**. **Due to the tight timeframe of all proposals to be reviewed prior to 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 at the Advisory Group meeting on 23 November 2023.
- It is expected that outcomes will be communicated to applicants between 27-28 November 2023.
- 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.
- **Within the budget section the total budget for each Higher Education Institution and which activities their budget will cover must be made very clear.**
- 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.
- Due to the University of Warwick's financial regulations and requirements for a Collaboration Agreement and Grant Agreement to be fully agreed and signed by each Higher Education Institution in the collaboration before funding can be paid, the earliest projects can start will likely be during January 2024.
- Projects should be of approximately six-month duration.

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.


For applications that will need to be submitted here at Warwick, please consider the following ethical review deadlines below when planning project timelines.

BSREC – application deadline 2 January for Committee Meeting on 18 January 2024.

HSSREC – application deadline 22 January for Committee Meeting on 7 February 2024.

Applicants who wish to discuss their research and/or the ethical application process before submission should contact the HSSREC Secretary (tel: 024 765 73123 or email:

HSSREC@Warwick.ac.uk) / for BSREC please contact BSREC@Warwick.ac.uk in the first instance with any queries. Further information on all the Research Ethics Committees is available on the Research & Impact Services web pages: [Research Ethics Committees \(warwick.ac.uk\)](https://www.warwick.ac.uk/research-ethics-committees) Please ensure you check the website for any changes to the above dates or for earlier dates before submitting your proposal



and direct any questions about ethical review directly to the RIS Team or the relevant Committee email address.

Funding

WIHEA has a £16k fund, which offers small grants of up to a maximum of £4k per project, potentially funding up to 4 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 via Purchase Order/Invoice payment at the start of the project after each HEI has been set up on the University of Warwick's payment system and a Collaboration Agreement and a Grant Agreement have been approved and fully signed by the relevant signatory at each institution. Internal funds will be transferred to the Project Lead's Departmental relevant cost code. This cost code and some financial details of the external collaborative partners are requested in the online application form and must be provided at the time of submission for an application to be considered.

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

- Student Co-creator type of tasks – a basic hourly rate of approximately £13.24 per hour, via Unitemps the charge rate for this (the amount to use in calculating project costs) is £18.30/£19.13*.
- Project Officer type tasks – a basic hourly rate of approximately £15.60 per hour, via Unitemps the charge rate for this (the amount to use in calculating project costs) is £21.55/£22.53*.

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. Please note that the pay rates above are based on the rates provided by Unitemps from October 2023. Please also note * that dependent on the student you employ, if they have other paid work elsewhere in the University or dependent on the length of time you employ the student for in this project, the hourly and charge rates may increase, these rates are referred to as Pre AWR and Post AWR. Please ensure there is either a provision for this in the proposed budget or seek further guidance directly from Unitemps, about likely increases via unitemps.internal@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 the option of up to £10 vouchers, there is a cap of £100 for internal audiences. Slightly higher rates may be used if recruitment to carry out the tasks has been difficult or external. 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 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 2024) 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 funding awarded externally must be transferred to the relevant institution before 31 July 2024.

Any queries concerning this fund, or the guidance above please email WIHEA@warwick.ac.uk