

WIHEA Internal Project Funding Guidance 2023-24

Funding Objectives

WIHEA project funding enables collaborative partnerships between staff and students to directly influence and improve the learning experience – namely, through the recognition, development and embedding of impactful academic practices that provide opportunities for students to ‘learn beyond boundaries’. Cross boundary learning, key to a Warwick education, enables students to challenge knowledge and engage with the world critically both during and beyond their studies.

This underpins our strategic commitment to Student Research, Internationalisation and Interdisciplinarity. Alongside, and within, these overarching strands, for the academic year 2023/24 WIHEA Fellows are invited to submit proposals that support the development and dissemination of good practice in the following strategic areas:

- **Student Engagement and Inclusion**
- **Digital Education¹**
- **Innovative Assessment**
- **Teaching Leadership**
- **Curriculum Design & Development**


A proposal must clearly state which strategic area it is aiming to contribute to. As the themes listed above are not narrowly defined, you are welcome to clarify in proposals how you view your proposed work fits to the strategic area you have chosen, if you consider it likely that there might be questions raised by reviewers.

If you'd like to discuss whether your proposal fits with the given themes in advance of drafting a full proposal, you are welcome to contact the Acting Director of WIHEA, Jessica Humphreys directly jessica.humphreys@warwick.ac.uk or email WIHEA@warwick.ac.uk an overview and the Acting Director will provide feedback. 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 where a WIHEA Staff Fellow is a Project Lead will be considered. Student Fellows, can also apply but to ensure that the University's financial regulations

¹ Including, but not restricted to, approaches to blended and online learning, teaching, assessment and curriculum; student experience; accessible and inclusive practices.



are followed, and the funding is accessible via a Department, a Staff Fellow must be the Lead and the Student Fellow a Co-lead. For a proposal to be considered the Project Lead must have the approval of their Head of Department and Student Co-leads the approval of their Personal Tutor/equivalent.

If you are not a WIHEA Fellow (this includes WIHEA Alumni) but 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 submit a proposal as a Project Co-Lead. Please visit our web page for a list of all our [current Fellows](#).

Project Criteria

Projects must be formed through the collaboration with other academic or central service departments and the outputs of each project must be based on one of the above strategic themes. As a condition of the project funding, they should also meet the criteria below:

1. Project Lead/Co-lead submitting the proposal must be a current WIHEA Staff Fellow.
2. **Project teams must consist of students and staff working in partnership throughout the life cycle of the project, with all roles being participative in nature from proposal stage to end of project to ensure that both staff and student perceptions and interests are understood and aligned accurately.**
3. Project Leads should ensure active commitment to diversity and equality in the selection of student and staff partners.
4. All project teams should work or collaborate closely with a minimum of two academic departments or one academic department plus a professional/student service as appropriate and link with the activities in those departments/services.
5. Proposals should clearly demonstrate alignment with [Warwick's strategic priorities](#), please see the University Strategy or discuss with Jessica Humphreys.
6. Proposals should demonstrate awareness of ethical implications where relevant.
7. The proposal form must include a project plan that describes the actions, timescales and resources required to deliver the project. Only in very rare cases will hardware or international travel be funded.
8. A clear description of the proposed impact of the project and outputs must be included along with a commitment to sharing/disseminating them and scalability across the institution.
9. Proposals must be endorsed by the applicant's Head of Department.

Funding

WIHEA has £54k of funding available for internal projects this year. Project proposals can bid for a maximum of £5,000 per project. This funding is mainly to pay for student's time (please see guidance below) and general project costs. It may also be used to cover additional/replacement staffing costs.

The total amount of funding awarded is transferred to the Project Lead's Department at the start of the project and it must be spent within the financial year in which it has been awarded (with each year starting on 1 August and ending on 31 July), it cannot be transferred from one financial year to the next.

Therefore, it is very important that if any project activities that require expenditure spans over more than one financial year, a breakdown must be clearly shown in the project proposal form. Showing the costs for this financial year (up to 31 July 2024) and any costs for the next financial year (starting 1 August 2024 to 31 July 2025), as this will require funding being awarded from two separate financial years. **Any unspent budget remaining at the end of the respective financial year(s) will be fortified and cannot be carried over.**

Guidance on Student Time:

Students employed by the University of Warwick must be employed and paid via Unitemps. To reflect a range of tasks and skills/knowledge required for a range of Student Co-creator type of roles, WIHEA currently suggests an average pay rate with Unitemps of spinal point 16/Grade 4. The Unitemp payrate from October 2023 for this point will be £13.24* plus £1.60 holiday pay per hour. It is important to note that in order to calculate the project costs for this pay rate you should use the hourly charge rate **£18.30* per hour** (this hourly rate includes the holiday pay and Unitemps charge) in the budget section of your proposal. Please also note that this is an average rate, it is important to reflect the level of tasks/skills required fairly, so do please seek further advice from HR on appropriate rates should you feel it does not reflect fairly.

For Students that take more of a project officer role throughout the project life cycle, an average pay rate of £15.60* plus £1.88 holiday pay per hour is suggested. This is spinal point 22/Grade 5. To calculate the project costs for this pay rate you should use the charge rate **£21.55* per hour** (this hourly rate includes the holiday pay and Unitemps charge).

Please note that the pay rates above* are based on the rates provided by Unitemps effective from October 2023. When preparing a proposal and costing the time that students will work during the project, please also note that dependent on whether the student you employ has 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. Where possible especially if you have already identified the students you wish to employ, that you explore this directly with Unitemps before you finalise your project budget.

For guidance about Pre AWR and Post AWR and any other Unitemp related enquiry please email: 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. **Any such voucher provision should be in accordance with and approved via your Department Administrator by FinRegs and have the appropriate ethical clearance. If wishing to add this in to your proposal please seek FinRegs approval from finregs@warwick.ac.uk first.**

Please note:

- When employing students to work on projects, 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 Unitemps.
- Project Leads are responsible for ensuring that funding awarded is spent by the end of the financial year (31 July 2024) 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.

Assessment of Project Proposals

Proposals will be individually assessed by the WIHEA Advisory Group to ensure they meet the required project criteria. If a project is not awarded funding, following feedback from the Advisory Group, the Project Lead may reapply.

Successful proposals are likely to offer an online resource, case studies of successful embedded practices, comparison and reference to resources at peer institutions and/or pedagogical literature.

Projects that are ongoing and/or already in receipt of funding (internal or external) that are applying for funding for expansion are unlikely to be supported in this funding round.

Proposals will be selected in accordance with the criteria listed above and to reflect the breadth of subject teaching across the University. Therefore, when applying for project funding, the impact and scalability of the project should be considered, along with how the project could be adopted in future modules/courses and made sustainable. Also, if outputs will need updating in the future, the proposal should specify who will be responsible for updating them.

As part of the review 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 apply for ethical approval to the appropriate Ethics Committee for their Department, that ethical approval is obtained before activities commence and ensure that any research activity related to the project is conducted in a manner consistent with established ethical standards. Please consider this before submitting a proposal and ensure the planned schedule for the project can commence and stay within the timeline given in the proposal, if ethical approval is required. 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.

Please be advised that due to this funding call closing on 13 November, the outcomes will be shared shortly after the Advisory Group meeting on the 23 November. Therefore, 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.

Further information on all the Research Ethics Committees is available on the Research & Impact Services web pages: [Research Ethics Committees \(warwick.ac.uk\)](https://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.

Submission of Project Proposals

Project Leads are to complete an [online Project Proposal Form](#), which includes a Project Plan section and a breakdown of costs. Please check the [Financial Regulations and Procedures](#) when planning your project and before submitting your proposal, also keep up to date with any changes. Project budgets will be tightly reviewed by the Advisory Group.

Before submitting the proposal, the Project Lead is to obtain approval from their Head of Department.

The closing date for proposals is 5pm, on Monday, 13 November 2023.

Due to the tight timeframe for the proposal to be reviewed prior to the Advisory Group meeting on 23 November 2023, there will be no extensions given to this deadline. It is expected that outcomes will be available 27/28 November 2023.

There will only be one main call this academic and financial year. However, if funding is still available after this call, further proposals submitted during the year will be considered. Once all funding for this scheme is allocated no further proposals will be considered. Updates on available funding will be posted on the WIHEA Funding web page.