WIHEA Project Funding Guidance 2019-20

Funding Objectives

WIHEA seeks to recognise, develop and embed outstanding academic practices that enhance student opportunities 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.

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, to consider a project proposal the Project Lead must be a WIHEA Fellow. As such Fellows are invited to submit proposals that support the development and dissemination of good practice in the following strategic areas:

- Student Research
- Internationalisation
- Interdisciplinarity
- Student Engagement
- 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’ve chosen, if you consider it likely that there might be questions raised by assessors. 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 Academic Director of WIHEA, Gwen van der Velden.

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 Leads submitting the proposal must be a current WIHEA Fellow
2. It is crucial that project teams consist of students and staff and are a genuine collaboration with all roles being participative in nature to ensure that both staff and student perceptions and interests are understood and aligned accurately
3. All project proposals should involve a minimum of; two academic departments or one academic department plus a professional/student service (Student Careers and Skills, the Library, IATL, Academic Technology or Learning and Development Centre or other as appropriate)

4. Proposals should clearly demonstrate that the strategic priorities of Warwick have been taken into account as appropriate, please see the University Strategy or discuss with Prof Gwen van der Velden

5. 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.

6. A clear description of the proposed impact of the project and outputs must be included along with a commitment to sharing them and scalability across the institution

7. Proposals must be endorsed by the applicant’s Head of Department

**Funding**

WIHEA has £60k of funding available for this year. Project proposals can bid for a maximum of £5,000 per project. This funding is mainly to pay for student’s time and general project costs. It may also be used to cover additional/replacement staffing costs.

**Guidance on Student Time:**

A Student pay rate of £10.08 per hour, plus £1.22 holiday pay has been arranged with 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. When costing the time that students will work during the project, please base it on £13.94 per hour which includes the Unitemps charge and holiday/sick pay). Please note this is based on the current pay rate, which increases slightly each year, so may increase slightly during the term of the project.

If a project idea will make a significant contribution to Warwick’s Teaching and Learning Strategy, then additional funding may be awarded (dependent on availability and contribution to the strategy).

Project Leads are to consider that although a Project Proposal may be submitted at any time during the 2019-20 academic year, the funding awarded must be spent by the end of the financial year 31 July 2020. Project Leads are responsible for ensuring funding is spent by this deadline and that all expenditure complies with University Financial Regulations and Procedures.

WIHEA has a range of equipment that can be booked out (dependent on availability) to use for projects, including:

- Cannon Legria Camera (HFG25) with Sennheiser radio mic and a Rode stereo mic pro
- Camera Tripod
- Macbook Pro
- Canon EOS750D Digital Camera
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.

Proposals will be selected in accordance with the criteria 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, who will update them.

Submission of Project Proposals

Project Leads are to complete a Project Proposal Form, which includes a Project Plan section and a breakdown of costs. Prior to submitting, the Project Lead is to obtain approval from their Head of Department.

Project Proposals can be submitted at any point during the year, noting that the Advisory Group meets four times a year to review submitted proposals, so two weeks prior to their meeting dates are good times to submit. The Advisory Group Meeting dates will be available on the funding web pages or please contact Lisa Drummond, L.Drummond@warwick.ac.uk if you are unsure when best to submit.