

WIHEA Project Funding Guidance 2021-22

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. This underpins our strategic commitment to Student Research, Internationalisation and Interdisciplinarity. Alongside, and within, these overarching strands, for the academic year 2021/22 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**
- **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 Academic Director of WIHEA, Dr Letizia Gramaglia directly or email WIHEA@warwick.ac.uk an overview and Dr Gramaglia 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 Fellow is a Project Lead or Co-Lead will be considered.

If you are not a WIHEA Fellow 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

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



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 Leads submitting the proposal must be a current WIHEA 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 Dr Letizia Gramaglia.
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 them and scalability across the institution.
9. Proposals must be endorsed by the applicant's Head of Department.

Funding

WIHEA has £50k 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:

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 be £12.04. This is spinal point 16 on Grade 4. To calculate the project costs for this pay rate you should use £16.64 per hour (this hourly rate includes the holiday pay and Unitemps charge).

For Students that take more of a project officer role throughout the project life cycle, the pay rate of £14.29 per hour may be more appropriate. This is spinal point 22, Grade 5. To calculate the project costs for this pay rate you should use £19.74 per hour (this hourly rate includes the holiday pay and Unitemps charge).

If students will be carrying out other types of activity which are likely to fall under different pay bands, please do contact us to discuss before submitting, so we can advise on the budget.

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 preparing a proposal and costing the time that students will work during the project, please 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. Please ensure you explore this directly with Unitemps before you finalise your project budget. For guidance please contact Patrick McGough on 0739 212 5550 or via unitemps.internal@warwick.ac.uk to ask about Pre AWR and Post AWR for the student you have identified to work on your project.

Project Leads are responsible for ensuring that funding awarded is spent by the end of the financial year (31 July 2022) 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.

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 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) in Research & Impact Services for further guidance.

Submission of Project Proposals

Project Leads are to complete a Project Proposal Form, which includes a Project Plan section and a breakdown of costs. Please note there may still be spending restrictions in place across the university, this should be taken into consideration when planning activities and budget. Please check the [Financial Regulations and Procedures](#) when planning your project and 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 2021-22 proposals is mid-day, on Friday, 22 October 2021.

It is expected that outcomes will be available by 4 November 2021.

The above closing date aims to enable those projects that will need to submit an application for ethical approval with the HSSREC panel, a short time to prepare. The nearest HSSREC deadline for applications is 8 November 2021, an extension request to 15 November 2021 may be considered on an individual basis by emailing hssrec@warwick.ac.uk (Please state it is a WIHEA Application.)