

# WIHEA Small Funding Scheme 2023-24

## Background

WIHEA's main internal project funding scheme aims to enable 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'.

This is underpinned by WIHEA's strategic commitment to Student Research and Interdisciplinarity and enables development and dissemination of good practice around evolving strategic priorities in Education.

The WIHEA Internal Project Funding Scheme supports bids of up to £5k per project; the selections process is supported by the WIHEA Advisory Group and decisions are made against clear funding criteria. Outputs so far have included online resource, case studies of successful embedded practices, comparison and reference to resources at peer institutions and/or pedagogical literature.

In recent years, there have been numerous ad hoc requests for smaller amounts of money, often to develop work linked to a funding bid which demonstrated potential and received positive feedback from the review panel. Additional requests have also been received to fund workshops, events, or activities and to assist with the dissemination of outputs from previously funded projects or Learning Circle activities.


This new small fund aims to address this type of ad hoc smaller request for funding and minimize the administrative bidding process.

## Small Fund Allocation Process

This Small Fund is primarily aimed at Fellows who wish to undertake more speculative activities which could not yet be funded from other sources, develop project proposals which are deemed to have potential and/or are of strategic importance to the institution, or to assist with enhancing the outputs or further dissemination of a WIHEA project or Learning Circle activity.

This year, WIHEA has allocated £5k to pilot this scheme and will accept Small Fund requests of up to a maximum of £1k each. A formal request for this funding is to be emailed to [WIHEA@warwick.ac.uk](mailto:WIHEA@warwick.ac.uk) and must provide the following:

- a. A clear overview of what the project/activity is aiming to achieve and include the specific intended outputs and the strategic priority it relates to (500 words). If successful, this overview will be shared on the WIHEA funding web pages.
- b. A timeline of the activities and a clear breakdown of the costs involved to deliver each activity and total amount requested.

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- c. A list of staff/students and respective department/service that will be involved in delivering the project/activity.

#### **Funding Criteria:**

To be eligible for funding, the project must meet the following criteria:

1. The project/activity Lead or Co-lead submitting the proposal must be a current WIHEA Staff Fellow.
2. The project or activity must collaborate with a minimum of one other department or service.
3. Activities **must** involve students and staff working in partnership to ensure that both staff and student perceptions and interests are understood and aligned accurately. A minimum of one student must be involved.
4. Projects or activities must align with WIHEA's strategic themes. Please see the [WIHEA funding web page](#) or discuss with Jessica Humphreys.
5. Proposals should demonstrate awareness of ethical implications where relevant.
6. The formal request for funding is to be emailed to [WIHEA@warwick.ac.uk](mailto:WIHEA@warwick.ac.uk) and must provide the information stated in the above allocation process section.
7. All costs for the project/activities must be processed prior to 31 July 2024 (the end of the financial year).
8. Requests must be supported by the applicant's Head of Department.

#### **Assessment of Requests:**

Requests for this funding will be assessed on the basis of alignment with WIHEA's strategic themes and Education priorities, quality of planned activities, quality and scalability of proposed outputs, and potential impact. They will be assessed by the WIHEA Director and/or Deputy Director. Fellows wishing to submit a request for this funding are welcome to contact the Acting Director, Jessica Humphreys [jessica.humphreys@warwick.ac.uk](mailto:jessica.humphreys@warwick.ac.uk) to enquire about the suitability of their proposal prior to submitting the request formally.

A response to all requests will be provided within 20 working days.

#### **Additional Information:**

Any funding awarded will be transferred directly to the Lead's department/service so that project/activity costs can be charged directly by the Lead to their departmental cost code prior to the 31 July 2024. Any unspent budget remaining at the end of the respective financial year will be forfeited and cannot be carried over.

To receive funding, Project Leads must first provide a department cost code and agree in writing to take responsibility for ensuring that funding awarded is spent by the end of the financial year (31 July) 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. Within one month of the activities being completed Project Leads will be required to produce a written evaluation and

summary of outputs. This information will be shared on the WIHEA funding web pages and dissemination materials.

Examples of activities this funding could support are given below, this is not meant to limit scope, as other activities will be considered:

- Payment of student time spent on planning, researching, or delivering and evaluating specific activities.
- Costs to deliver one-off or a series of focus groups.
- Costs associated with taking outputs/research findings to a wider audience.
- Travel costs (UK only) to enable students/staff to visit other HEI's to deliver specific activities.
- Technical support for delivering/sharing outputs will be considered but the purchase of equipment will not be funded.