PROJECT BUSINESS MANAGEMENT ASSISTANCE
REQUEST FOR PROPOSALS

PRESENTED BY:

AND

KELLEY SCHOOL OF BUSINESS
INDIANA UNIVERSITY

ELECTRONIC RECEIPT DATE IS
November 21, 2022

Please note that you will be submitting through the Indiana CTSI's grants management software WebCAMP. Please allow enough time to be familiar with the system.

The WebCAMP user's guide is also available under the funding announcement here:
https://indianactsi.org/researchers/services-tools/translational-research-development/open-funding-opportunities/

GENERAL INFORMATION

A good business plan is critical to the success of any research core or program. To facilitate that, the Indiana CTSI, jointly with the IU Kelley School of Business, offers to provide for a team of 2-5 Indiana Kelley MBA students (from the residential-MBA program in Bloomington) to be your partners for a project as a part of their independent study program for course credit.

The proposal must request and define a need for assistance in one or at most two of these following:
1. **Project Management**: Business consultants and unit personnel/core directors will analyze the flow of projects from intake to reporting, identify process inefficiencies and develop tools for tracking the progress of a project. This study may look at staff roles to understand if skills are well utilized and make recommendations for modifications in processes and assignments. Communication patterns among staff members and with clients will be assessed with the goal of minimizing time and effort required to move a project forward and track the progression from intake to reporting to feedback.
2. **Marketing**: Business consultants and unit personnel/core directors will assess the unit/core's services and products, the potential client base, and the market competition. A strategy for increasing utilization of the unit/core will also take into account the need and availability of resources to expand the unit/core's capacity and the potential impact on services to existing clients.
3. **Financial Management**: Business consultants and unit personnel/core directors will assess real costs for providing unit/core services and suggest processes to improve efficiencies in financial management. The process will include development of strategies for planning, costing, and financial reporting and will evaluate personnel, equipment, material and overhead costs.
4. **Resource Efficiency Management**: Business consultants and unit personnel/core directors will evaluate various inputs to core work and their impact on efficiencies. These may include recruitment, retention, training, and roles for personnel; purchasing, using, and disposing of equipment, communications technology, and materials. The outputs for this project may include process and/or tools for modified recruitment, training and staffing policies or equipment and materials management.

An article highlighting the contributions of previous Kelley MBA student teams to CTSI cores and resources was recently published on the CTSI website.

ELIGIBLE APPLICANTS
All programs, units and resources providing a central service to CTSI investigators are eligible.
Priority will be given to proposals that:
1. Lead to improvements in organizational efficiency, speed of service, and/or quality; and
2. Have the potential to be extrapolated and benefit other Cores, resources, programs, or units.

TIMELINE
Project durations will be 8 to 9 weeks **commencing in early March 2023 and completing by early May**.

RESPONSIBILITIES
1. The core, resource, program or unit director or appointed primary contact must agree to set aside time as described in the application to support the project. In order to assure completion of the project for course credit for the student, it is expected that, during the engagement, time will be made available as follows:
    - Initial project scope (2 hr)
    - Additional follow-up meetings (8-12 hrs)
    - Final project close-out (1-2 hr)

2. The <u>student team agrees to</u>:
   - Work with the core/unit director/primary contact to develop mutually agreeable meeting times
   - Provide a proposed project plan within 1-2 weeks of the initial meeting
   - Contribute 30-100 hours each (depending on the project scope, number of team members and course credit assignment) to the project progression in turn. Complete a 1- 2 hour oral presentation (with slide deck deliverable, associated hardcopy and electronic planning tools and other project outputs) to the core/unit director and relevant staff, followed by a project debriefing with officers of the Indiana CTSI in Indianapolis
   - Complete a brief survey following the presentation
3. It is the responsibility of the core, resource, program or unit director to ensure that the financially responsible unit is supportive of the proposal.
4. Kelley School of Business manages mileage approval and expenses for the students if travel is necessary.

APPLICATION GUIDELINES
1. Proposed projects must be translatable to other Indiana CTSI partner institution units, Cores, programs or resources.
2. Application forms can be obtained online at
3. Applications are due by November 21, 2022. (Reviews will be completed in December 2022)
4. The proposal must be submitted online in a **single PDF** using the "Start a submission" link here: CTSI Kelley MBA Link

For questions regarding submission or the scope or review of the proposal, please contact: Rob Dimmitt at rdimmitt@iu.edu.

REPORTING REQUIREMENTS FOR AWARDEES
The core, resource, program or unit director is expected to:
1. Attend the team presentations
2. Complete a very brief survey following the presentation describing the impact of the program, as well as annually for two years thereafter to determine if impacts were sustainable