**CTSI – IU KELLEY MBA CORE and PROJECT BUSINESS MANAGEMENT ASSISTANCE**

**2017-2018 APPLICATION**

CTSI through a partnership the IU Kelley School of Business MBA program is offering business planning assistance to units providing a central service to CTSI investigators. Cores/units may submit multiple proposals. Priority will be given to proposals that will (1) lead to improvements in organizational efficiency, speed of service, and/or quality; and (2) has the potential to be extrapolated and benefit other Cores/Units. We anticipate 3-6 projects will be funded. Applicants should select one or two of the following four areas for assistance: Project Management; Marketing; Financial Management; or Resource Efficiency Management.

A team of 2-5 Indiana University MBA students will be your partners for the project as a part of their independent study program for course credit. Project duration is 8 weeks. Selected cores will be expected to engage with the MBA students for initial project scope (2 hours), additional follow-up or onsite meetings (8-12 hours) and a final project close-out (1-2 hours). The timeline for this project is as follows:

|  |  |
| --- | --- |
| **November 17, 2017** | **Applications are due via electronic submission**  |
| **December 15, 2017** | **Cores/Units will be notified if they are selected for the project** |
| **February 2018 (1st week)** | **Cores/Units and student teams will be matched, project meetings set-up for March and information sharing begins** |
| **February 2018 (3rd week)** | **Initial in-person project meeting** |
| **May 2018** | **Final student project proposal to cores/units** |

**Core/Unit Name and Campus**

**Mailing Address, City, State, and Zip:**

**Phone:**  **URL:**

**Name of Director or Project Lead:**

**Phone:** **Email:**

**Organization Information**

**Please provide an overview of your core/unit’s (1) history, (2) focus, and (3) organizational structure and goals. (200 words max):**

**Select the focus of your project (up to 2 topics may be selected):**

**[ ]  Project Management**

**[ ]  Marketing**

**[ ]  Financial Management**

**[ ]  Resource Efficiency Management**

**Please specifically describe the problem you’d like help with and why this is important to your core. Potential specifics related to the above topics may include improvements in: efficiencies in processes, capacity utilization, market access, services awareness, economic planning, etc. Be as definitive as possible in describing your vision of scope for the project. (400 words max.)**

**How does your core/unit serve Indiana CTSI investigators and how will the proposed project improve the service to Indiana CTSI investigators? (200 words max.)**

**Describe what resources you anticipate making available to the Kelley team to facilitate this project. (100 words max.)**

**Please define who will be the primary project contact. This entails a commitment to work with the Kelley MBA team 2-4 hours per week during the 8-week project period and, after project completion, an agreement to, if requested, present a poster at 1-2 internal meetings and to meet with other core directors to share tools or processes developed throughout the project.**

**Name**

**Title**

**Email Phone**

**Does your project have limitations related to confidentiality or IP? [ ]  Yes [ ]  No**

**Core/Unit Signature:** By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge and that the Department Chair or financially responsible unit supports this proposal.

**Core Director or Unit Leader Date**