**INDIANA CTSI – IU KELLEY SCHOOL OF BUSINESS MBA**

**CORE and PROJECT BUSINESS MANAGEMENT ASSISTANCE PROGRAM**

**2019 – 2020 APPLICATION**

The Indiana 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, resources, programs, and 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, resources, programs and 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 – 9 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 25, 2019** | **Applications are due via electronic submission**  |
| **December 2019** | **Cores/Units will be notified if they are selected for the project** |
| **February 2019 (1st week)** | **Cores/Units and student teams will be matched, project meetings set-up for March and information sharing begins** |
| **March 2020**  | **Initial in-person project meeting and project commences**  |
| **May 2020** | **Final student project proposal to cores/units** |

**Core, Resource, Program or 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, resource, program or 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, resource, program or 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 - 9 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 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**

**If yes, please describe**

**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, Resource, Program or Unit Director Date**