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

**CORE and PROJECT BUSINESS MANAGEMENT ASSISTANCE PROGRAM**

**2020 - 2021 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. We anticipate 1-2 projects will be awarded. Cores, resources, programs, and units may submit multiple proposals.

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 and units.

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 meetings (8-12 hours) and a final project close-out (1-2 hours). The timeline for this project is as follows:

|  |  |
| --- | --- |
| **November 23, 2020** | **Applications are due via electronic submission**  |
| **December 2020** | **Cores/Units will be notified if they are selected for the project** |
| **February 2021 (1st week)** | **Cores/Units and student teams will be matched, project meetings set-up for March and information sharing begins** |
| **March 2021**  | **Initial in-person or virtual project meeting and project commences**  |
| **May 2021** | **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**

1. **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):**
2. **Select the focus of your project (up to 2 topics may be selected):**

**[ ]  Project Management**

**[ ]  Marketing**

**[ ]  Financial Management**

**[ ]  Resource Efficiency Management**

1. **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.)**
2. **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.)**
3. **Describe what resources you anticipate making available to the Kelley team to facilitate this project. (100 words max.)**
4. **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 to meet with other directors to share tools or processes developed throughout the project, if applicable.**

**Name**

**Title**

**Email Phone**

1. **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**