



Harvard Culture Lab Innovation Fund Application 2019-20

General Information

1. Give your innovation a name
2. Lead applicant contact information (School/Unit, Primary Role)
3. Name of your manager or supervisor (if applicable)
4. Co-applicants and core team members. Who are the team members? Please provide preferred name, school, unit and project role. Ex. (Sam Example, HMS, Project Coordination and Support)

Application Questions

5. Explain your innovative idea in 2 to 3 sentences. Think of this as your project pitch ie. "Bingo is a web application that tracks empty parking spots in a garage".
6. Please define the problem you are trying to solve (250 words max) and consider:
 - What practical problem will be solved? What "pain" are we and/or our constituents experiencing? What is wrong or not working?
7. Please provide a description of your innovation and the mission and goals for this endeavor. Include:
 - What are you trying to accomplish?
 - Why and for whom is this important? Who will benefit?
 - How is this advancing diversity, equity, inclusion, and belonging at Harvard?
 - Why is the Culture Lab Innovation Fund the right vehicle to fund this endeavor?
 - How is this idea innovative?
8. What are the primary objectives of your project and how will you measure impact and success? Include:
 - What are you going to do and deliver?
 - What metrics will you use to measure success?
 - What key milestones do you aim to achieve? What are your improvement objectives and targets?
 - What is the estimated time frame for project completion?
9. Please identify which, if any, of the four goals or four tools outlined in the Presidential Task Force Report on Inclusion and Belonging this activity is most closely aligned with and please explain your selection. (500 words max)

Four Goals

- Recruitment, Retention, and Development Practices for Excellence
- Academic, Professional, and Social Integration
- Union of Academic Freedom and a Culture of Mutual Respect and Concern



- Inclusive Values, Symbols, and Spaces

Four Tools

- Leadership From the Top
- School and Business Unit Strategic Planning
- Aligned Organizational Structures
- Data, Transparency, and Dialogue
-

See: [Harvard Presidential Task Force Report on Inclusion and Belonging – Four Goals & Four Tools \(page 19.\)](#)

10. Awards from \$2,000 to \$25,000 will be awarded. Exceptional proposals or those exhibiting strong potential for scale will be considered for \$25,000 or more. How much funding are you requesting? How will the funds be used? Please submit the budget template provided in the application.
11. Please select the option that best describes the stage of development your project is in.
 - **Start-up:** A very limited test of an idea that is expected to generate learning; uses the smallest set of features/activities possible to test a hypothesis.
 - **Transitional:** Small scale implementation of an idea (e.g., in one School/Unit, or a select handful of Schools/Units).
 - **Mature Implementation:** Small scale implementation of an idea (e.g., in one School/Unit, or a select handful of Schools/Units).
 - **Scaling for Impact:** Small scale implementation of an idea (e.g., in one School/Unit, or a select handful of Schools/Units).
12. What area of diversity, identity, or culture does this effort explore? (ie. Immigration status, race, physical abilities)
13. Who is the primary audience or beneficiary of this activity? (ie. students, staff, faculty)