

Individual Development Plan Template

Purpose and Process

An Individual Development Plan (IDP) is a training guide developed from your career interests, plans, experiences, and educational milestones, which serves as a communication tool between you and your mentor(s). As of October 1, 2014, trainees supported by any form of NIH funding are required to document their training progress.

The IDP facilitates planning, discussion, and assessment of your progress. Twice yearly, scholars involved in clinical and translational research will also be assessed on their progress toward targeted competencies, for example: 1) team-based research skills, 2) leadership, 3) innovation and entrepreneurship, 4) biostatistics, epidemiology, and research design skills, and 5) good clinical/laboratory practices.

The IDP process occurs in five steps:

1. **Pre-Assessment:** Personal assessment and skills inventory.
2. **Planning:** Goal planning and discussion with Primary Mentor, Clinical Co-mentor and/or Program Director should be included, as appropriate.
3. **Goal Setting:** Define short-term and initial long-term goals for the training period, including academic milestones (e.g., competences in clinical and translational research, certificates and course completion in area of interest, securing funding, promotion and tenure, publications, community service and outreach).
4. **Identification of Resources:** Enroll, complete, and seek educational experiences and resources to attain goals and advance skills. Determine mentor's role/contributions.
5. **Re-assessment:** Meet with mentor(s) every 6 months to assess progress and adjust strategies for goal attainment reflecting revised long-term career goals, successes, and barriers to progress.

Name:	Date:
Title:	
Primary Mentor:	
Additional Mentors:	

Section I: Pre-Assessment of Personal Skills

Use the assessment tools (skills, interests, and values) on myIDP.sciencecareers.org to complete your self-assessment. Revisit and reuse this tool when you update your IDP.

What are your strengths?
What are some areas for improvement?
What goals have you met? What are your accomplishments? (Publications, awards, conferences, etc.)

Section II: Identify Personal and Institutional Long Term Goals

For scholars involved in clinical and translational research, use the clinical and translational core competencies menu (see page 8) to identify goals and competencies.

Why did you decide to work in clinical and translational research field?
What do you want to learn from this experience that will help you accomplish these long-term career goals?
What do you personally hope to accomplish in your career?

Section III: Areas of Focus: Definition and Distribution of Effort

The following areas of focus generally describe the areas in which faculty direct their efforts to successfully accomplish their personal, institutional and academic series goals.

- **Teaching:** Teaching, student advising, continuing medical education (CME), and new course development.
- **Research/Creative Activity:** Conducting basic science and/or clinical research, presentations, publications, application for and receipt of grant support, copyrights and patents, editing, and peer review.
- **Clinical and translational research competencies:** CTSA core competencies aimed to develop clinical trial skills and regulatory science.
- **Clinical Care:** Direct patient care, chart review, related clinical activities, and clinical budget performance
- **Community Engagement:** Conducting community engaged and/or participatory research, building relationships, presentations and workshops and the implementation of interventions.
- **Service:** Participation or leadership in governance, committee membership, and collegial activities. Suggested service priority: Department, University, Professional, Community
- **Self-Development:** Faculty development activities, leadership programs, CME training, earning advanced degrees, participation in professional academic associations or societies, developing professional contacts, consulting in one’s field, expanding network contacts, balancing work and personal life, and utilizing additional mentors in specific areas of focus

Estimate the hours per week in each focus area, then list the percentage of total duties.

Focus Area	# Hrs/Week	% of Total Duties
Teaching		
Research		
Clinical and Translational Research		
Clinical Care		
Community Engagement		
Administration/Service		
Self-Development		
Total:		

Section IV: Specific Goals in Focus Areas

Complete the focus areas that specifically apply to the criteria for your academic series that will help you accomplish your personal and institutional long- term goals.

Teaching: Please list your current or previous goal(s) and significant accomplishments (teaching appointments, invitations, course or program improvements, etc.). If the goals were not met, explain and identify barriers.

Teaching goal(s):
Identify resources and collaborators needed to achieve goal(s):
Identify barriers to achieving goal(s):
Action required and time commitment needed to achieve goal(s):

Research and Research Related/Creative Activities: Please list current or previous goal(s) and significant accomplishments (major publications, grants, presentations, invitations, etc.). If the goals were not met, explain and identify barriers

Identify, in a single sentence, the focus of your scholarly activity.
Identify resources and collaborators needed to achieve goal(s):
Identify barriers to achieving goal(s):
Action required and time commitment needed to achieve goal(s):

Clinical and Translational Research: Please list current or previous goal(s) and significant accomplishments (course taken, new competences, journal club, community engagement activities, development of clinical trial skills, regulatory science knowledge, Internships at pharmaceutical company, EPA or FDA, etc.). If the goals are not met, explain and identify barriers.

Identify, in a single sentence, the focus of your scholarly activity.
Identify resources and collaborators needed to achieve goal(s):
Identify barriers to achieving goal(s):
Action required and time commitment needed to achieve goal(s):

Clinical Care: Please list current or previous goal(s) and significant accomplishments (exceptional patient care, development of new techniques, clinical programs, etc.). If the goals were not met, explain and identify barriers

Patient care goal(s):
Identify resources and collaborators needed to achieve goal(s):
Identify barriers to achieving goal(s):
Action required and time commitment needed to achieve goal(s):

Community Engagement—Civic Responsibility and Comprehensive Research

Please list current or previous goal(s) and significant accomplishments (major publications, grants, presentations, invitations, etc.). If the goals were not met, explain and identify barriers.

Identify in a single sentence the focus of your scholarly activity.
Engagement goal(s):
Identify resources and collaborators needed to achieve goal(s):
Identify barriers to achieving goal(s):
Action required and time commitment needed to achieve goal(s):

Service: Recommended service priority: Department, School, University, Professional, and Community. Please list current or previous goal(s) and significant accomplishments. If the goals were not met, explain and identify barriers.

Administration goal(s):
Identify resources and collaborators needed to achieve goal(s):
Identify barriers to achieving goal(s):
Action required and time commitment needed to achieve goal(s):

Self-Development (Networking, Work-Life Balance, Additional Mentors): Please list current or previous goal(s) and significant accomplishments. If the goal were not met, explain and identify barriers.

Self-development goal(s):
Identify resources and collaborators needed to achieve goal(s):
Identify barriers to achieving goal(s):
Action required and time commitment needed to achieve goal(s):

Section V: Distribution of Effort

Estimate the hours per week you would optimally spend in each focus area, then list the percentage of total duties.

Focus Area	# Hrs/Week	% of Total Duties
Teaching		
Research		
Clinical and Translational Research		
Clinical Care		
Community Engagement		
Administration/Service		
Self-Development		
Total:		

We have met and discussed this Individual Development Plan (IDP)

Protégé	Date:
Mentor	Date: