

## NIEHS Individual Development Plan Template

Adapted from <http://sourcebook.od.nih.gov/ethic-conduct/sdpolicy-mentoring.htm> and [https://www.training.nih.gov/assets/Postdoc\\_Handbook\\_2012.pdf](https://www.training.nih.gov/assets/Postdoc_Handbook_2012.pdf)

### Individual Development Plan [“IDP”] Template

To foster early establishment of clear goals of the trainee’s time in residence at the NIEHS, the mentor and trainee shall hold an initial meeting to communicate the expectations for the postdoctoral fellowship, establish a research plan and discuss long-term research and career goals.

A written plan is an important guide that can be reviewed and modified as the research progresses. A research project is guided by results and revisions to one’s hypotheses, as the science progresses. Projects that prove to be technically intractable must, of necessity be revised or even abandoned. Most trainees carry out more than one line of investigation at a time, one highly risky and one more predictable.

Here is the 2014 NIEHS IDP template, consistent with that used in other NIH institutes:

#### A. Goals of The Fellow’s Research and Training

1. Self-Assessment:

Recommendation to analyze values, interests, skills, and gaps in knowledge. [Useful tool at [myIDP](#), make [appointment](#) with career counselor].

2. Outline below the fellow’s long-term research plan, including potential problems and alternative approaches.

3. Outline below the fellow’s long-term career plans/goals, including multiple career paths to explore. (e.g., academic tenure-track, science writing, regulatory affairs, etc.)

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4. Describe research-related resources within and outside the laboratory (e.g. scientific contacts, laboratory equipment) that are intended to aid the fellow outside his/her area of expertise.
  
  
  
  
  
  
  
  
  
  
5. Describe career-related resources within and outside of NIEHS (e.g. courses, committees, [career counselors](#)) that are intended to aid the fellow outside his/her area of expertise. [Useful websites: [NIEHS Office of Fellows' Career Development \(OFCD\)](#), [NIH Office of Intramural Training & Education \(OITE\)](#), [myIDP](#)]
  
  
  
  
  
  
  
  
  
  
6. Setting goals and priorities is important to career success. In this regard, describe the specific expectations for the first year in the following areas:
  - Projected research accomplishments (e.g., establishment of model system)
  
  
  
  
  
  
  
  
  
  
  - Technical training (e.g., [Bio-Trac](#) courses, Programming Courses, [FAES courses](#), etc.)
  
  
  
  
  
  
  
  
  
  
  - Presentations (e.g., journal club, lab seminar, annual retreat)

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- Individual and/or group meetings with mentor (e.g., frequency)
  
  
  
  
  
  
  
  
  
  
- Suggested scientific meeting(s) to attend

7. Potential publications (e.g., abstract, published paper and/or review)

8. Career development (e.g., participation in career advancement workshops, informational interviews)

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### 9. Other expectations and goals

A. Regarding Fellow (ex: time management, work schedule, vacations, holidays, productivity, cooperativity, initiative, etc.)

B. Regarding Mentor (ex: availability, guidance in skill development, use of active questioning, etc. See [Nature's Guide for Mentors](#))

### 10. Mentorship:

A. At the appropriate time after arrival, identify a second mentor [*not necessarily scientific*]. The second mentor is to be designated at the time of the second-year renewal. *Optional comments:*

B. Discuss plans to mentor someone else (e.g., summer student, junior fellow, etc.)

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### 11. Acknowledgement of the Responsible Conduct of Research (RCR) Training Requirements (8 hours)

It is the Fellow’s responsibility to notify the Office of Fellows’ Career Development (OFCD) upon completion of the Reproducibility Training, Introduction to “My Laboratory”, and the elective training requirement. **(PLEASE NOTE: Hyperlinks to NIH pages are in blue.)**

NIH requires a minimum of 8 hours RCR training over the course of your fellowship. Six hours must be completed within the first year. It is the Fellow’s responsibility to notify the Office of Fellows’ Career Development (OFCD) upon completion of the Reproducibility Training, Introduction to “My Laboratory”, and the elective training requirement. You will be prompted to enter in the dates of your training on your 1-year IDP renewal document.

REQUIRED TRAINING	CREDIT HOURS	WHEN TO TAKE TRAINING
<b>Responsible Conduct of Research:</b> Online training module within 3 weeks of arrival	1 hour	Once, within 3 weeks of arriving
<b>Reproducibility Training:</b> On-line video vignettes using discussion guides in your home laboratory or lab group	1 hour	Once
<b>Introduction to “My Laboratory”:</b> Training by Mentor in lab group meeting. Lab head spends one group meeting going over expectations for behavior, record keeping, etc.	1 hour	Once, soon after arrival
<b>Annual Review of Ethics Cases:</b> Institute facilitated review of cases identified for that year, to be arranged by David Resnik, J.D., Ph.D.	1 hour	Annually, usually offered in Sept. & Oct.
<p><b>Discussion of Ethical Research Practices: Institute offered in-person discussions (usually within the first year), to be arranged by NIEHS Bioethicist, David Resnick, J.D., Ph.D.</b></p> <p style="text-align: center;"><b>OR</b></p> <p><b>Research Mentor Training:</b> Offered annually (in May &amp; June) by the Office of Fellows’ Career Development. [PLEASE NOTE: attending the 4-day training (2 hours for each course) can be a substitute for the 3-hour course offered by Dr. Resnik. <b>To substitute, you must attend ‘Class 2- Ethics, Diversity, &amp; Assessing Understanding’ plus at least one additional Research Mentor Training class.</b>]</p>	3 hours	<p style="text-align: center;">Once, within the first year of arrival</p> <p style="text-align: center;">The Discussion course is offered in the spring and fall; the RMT course has 4 classes that run from May-June</p>
Fulfillment of Remaining Training Hours: Elective training choices: online videos or courses offered by the NIH library; specific courses tailored for clinical trainees; Research Mentor Training	1 hour (minimum)	Once

B. Completion of IDP

We have completed our initial discussion of this NIEHS fellow's training and research.

Fellow's Name:	Signature	Date:
Mentor's Name:	Signature	Date:

\*\* SUBMIT THIS COMPLETED DOCUMENT TO: [NIEHS\\_OFCD@niehs.nih.gov](mailto:NIEHS_OFCD@niehs.nih.gov) \*\*