

# NIEHS Individual Development Plan Template

## Individual Development Plan [“IDP”]

- Individual Development Plans (IDPs) are an important tool for scientific training and career planning. Although not required, an IDP is an optional tool and all Fellows are encouraged to annually develop, review, and revise an IDP that outlines their short-term and long-term goals for professional development.
- Individual Development Plans are “living documents” that can be reviewed and modified as your research progresses.
- Fellows may develop, review, and revise their IDPs independently or in collaboration/consultation with an agreeable management official (generally, their mentor), IC training office, OITE, or any additional career mentors of their choosing.
- Individual Development Plans encourage the mentor and the trainee to meet to communicate career development goals.
- Individual Development Plans foster early establishment of career goals for the fellow’s time in training at the NIEHS.

## A. GOALS OF THE FELLOW’S RESEARCH AND TRAINING

### 1. Self-Assessment:

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

### 2. Accomplishments:

Reflect on your **accomplishments** of the ~~last~~, past year (these can be professional or personal, consider progress you have made on current projects, educational achievements, etc.):

### 3. Outline below your **long-term research plan**, including potential problems and alternative approaches.

## NIEHS Individual Development Plan Template

4. Outline below your **long-term career plans/goals**, including multiple career paths to explore (e.g., academic tenure-track, science writing, regulatory affairs, etc.).
  
5. Describe **research-related resources** within and outside the laboratory (e.g. scientific contacts, laboratory equipment) that can help you gain more skills that will benefit you as you move forward in your path.
  
6. Describe **career-related resources** within and outside of NIEHS (e.g. courses, committees, [career counselors](#)) that can help you gain more skills that will benefit you as you move forward in your path. [Useful websites: [NIEHS Office of Fellows' Career Development \(OFCD\)](#), [NIH Office of Intramural Training & Education \(OITE\)](#), [myIDP](#)].
  
7. Setting goals and establishing priorities are important to career success. In this regard, describe specific goals for the next 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.)

## NIEHS Individual Development Plan Template

- Presentations (e.g., journal club, lab seminar, annual retreat)
- Suggested scientific meeting(s) to attend
- Potential publications (e.g., abstract, published paper and/or review)
- Career development (e.g., participation in career advancement workshops, informational interviews)

### 8. Mentorship:

A. Fellows are encouraged to identify a second mentor *[not necessarily scientific]*.

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