NIEHS Individual Development Plan Template

Adapted from https://oir.nih.gov/sites/default/files/uploads/sourcebook/documents/ethical_conduct/guidelines-conduct_research.pdf and https://www.training.nih.gov/assets/Postdoc_Handbook_2012.pdf

Individual Development Plan ["IDP"]

- Ensures the mentor and trainee meet to communicate the expectations for the Fellowship
- Intended to foster early establishment of clear goals of the trainee's time in residence at the NIEHS
- An important guide that can be reviewed and modified as the research progresses
- Research project is guided by results and revisions to one's hypotheses as the science progresses
- Helps to identify projects that may be technically intractable and of necessity be revised or even abandoned
- Allows trainees to carry out more than one line of investigation at a time (one highly risky and one more predictable)

A. GOALS OF THE FELLOW'S RESEARCH AND TRAINING

1. **(COMPLETED BY FELLOW)** Self-Assessment:

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

2. **(COMPLETED BY FELLOW)** Outline below your long-term research plan, including potential problems and alternative approaches.

3. **(COMPLETED BY FELLOW)** Outline below your long-term career plans/goals, including multiple career paths to explore. (e.g., academic tenure-track, science writing, regulatory affairs, etc.)

4. **(COMPLETED BY MENTOR**) 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. **(COMPLETED BY FELLOW AND MENTOR)** 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. **(COMPLETED BY MENTOR)** 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)

- Individual and/or group meetings with mentor (e.g., frequency)

- Suggested scientific meeting(s) to attend

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

8. **(COMPLETED BY FELLOW AND MENTOR)** Career development (e.g., participation in career advancement workshops, informational interviews)

9. **(COMPLETED BY FELLOW)** 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.)

10. 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)

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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
Responsible Conduct of Research: Online training module within 3 weeks of arrival	1 hour	Once, within 3 weeks of arrival
Annual Review of Ethics Cases: 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.
Discussion of Ethical Research Practices: Institute offered in-person discussions to be arranged by NIEHS Bioethicist, David Resnik, J.D., Ph.D.	6 hours	Once, within the first year of arrival The Discussion course is offered in the spring and fall.
ELECTIVE TRAINING	CREDIT HOURS	WHEN TO TAKE TRAINING
Research Mentor Training (RMT): Offered annually (in May & June) by the Office of Fellows' Career Development	3 hours	The RMT course has 4 classes that run from May-June
Introduction to "My Laboratory": Training by Mentor in lab group meeting. Lab head spends one group meeting going over expectations of behavior, record keeping, etc.	1 hour	Once, soon after arrival
Additional elective training choices: online videos (such as **Reproducibility Training**) or courses offered by the NIH library; specific courses tailored for clinical trainees; Bioethics lectures	1 hour	Elective

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B. COMPLETION OF IDP

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

Fellow's Name:	Signature	Date:
Preceptor's/Mentor's Name:	Signature	Date
Lab/Branch Chief Name:	Signature	Date:

** SUBMIT THIS COMPLETED DOCUMENT TO: NIEHS_OFCD@niehs.nih.gov **