Individual Development Plan (IDP)

The following serve as a guide for faculty to develop an Individual Development Plan (IDP) that fits their team members’ needs best. IDPs should be completed at least once a year.

Template I

Motivation

The following is a template for an Individual Development Plan (IDP) modeled after IDPs created by the Federation of American Societies for Experimental Biology and Vanderbilt University’s Office of Biomedical Research Education & Training. While the actual format of the IDP can be tailored as appropriate, you are encouraged to address the themes and questions presented below.

Background

Your name and position in the lab:

Date filled out (YY-MM-DD):

Career Goals

What are your long-term career goals? Describe your timeline for achieving them.

What research activity and other training are needed and best suited towards obtaining your career goals?

What are your short-term career goals? Describe your timeline for achieving them.

In reference to your career goals, what resources can your PI provide or help you find?

When will you begin a job search? If you do not know, estimate.

Research Project(s)

Describe the aims and experimental approaches of your research project(s). How does this project fit into a bigger picture of work in this area? What is the anticipated significance of your contributions?

What new skills and expertise are required for success?

How does this project fit into your plans for the future? What types of skills and side projects can you develop to help you become independent?

Plans for Upcoming Year

List your research project goals for the upcoming year, identify milestones, and project for completion.

Anticipated publications to submit in the upcoming year (indicate projected titles and major take-home messages):

Fellowship or other funding applications planned for the upcoming year:

Anticipated collaborations to establish in the upcoming year:
What are your plans for improving your scientific writing skills and your oral presentation skills in the upcoming year?

Anticipated research techniques to learn in the upcoming year:

Anticipated meeting and workshop attendance in the upcoming year. What will you be presenting?

Anticipated other professional training for the upcoming year (e.g. teaching, course work, etc.):

How can your PI help you achieve your goals for the upcoming year? What do you want/need from your PI/mentor?

**Annual Progress Report**

List or briefly describe major research accomplishments this year (do not include publications or presentations here):

List new techniques/expertise acquired this year:

List references for publications submitted or published this year. List references for abstracts that were presented at meetings. In each case, underline your name in the author list.

List grants/fellowships applied for this year:

List grants/fellowships received this year:

List honors/awards received this year:

List intellectual and/or technical collaborations established or continued this year:

List accomplishments this year in other aspects of career development (e.g. SOF event organization, committees, career workshop attendance, course work, etc.). Include teaching/supervising graduate students and/or training new postdocs in the laboratory:

Describe and explain your level of satisfaction with your research progress in the past year:

Describe and explain your level of satisfaction with other aspects of your career development in the past year: