

Electronic Individual Development Plan (eIDP) Trainee Quick Reference Guide

Managing Your Individual Development Plan

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The eIDP system complements, but does not replace, open, respectful, *in-person* communication between the trainee and mentor(s).

What is the eIDP System?

The Electronic Individual Development (eIDP) system provides an electronic online process for trainees to create and submit an IDP for review and approval each year.

Once an IDP is initiated

1. The trainee is notified to create and collaborate with a primary mentor to develop an Individual Development Plan (IDP).
2. The IDP is sent to a co-primary mentor and additional mentor(s) (if included in the IDP) for a comment period.
3. The IDP is routed to the Training Director associated with the trainee’s NED (NIH Enterprise Directory) organization.
4. Lastly, the IDP is sent to the Lab, Branch, or Office Chief/Director for final approval.

After final approval, trainees can update the status of their IDP projects and related deliverables/training, consider updates to their career goals, and update the status of their career training and expectations throughout the year or when the IDP renewal is initiated. An eIDP Administrative Officer (AO) ensures that trainees complete their IDPs each year in a timely manner.

What is an IDP?

An Individual Development Plan (IDP) is a tool that an NCI trainee (fellow) uses to establish training and career goals. Trainees use the electronic Individual Development Plan (eIDP) system to map out short- and long-term project and career plans. This tool provides an opportunity for the trainee and mentor to open lines of communication regarding what is necessary for a successful training experience.

Note: IDPs are initiated only for trainees within the NCI organizations, CCR, DCEG, CCT, DCCPS, CGH, OWPD and DCP.

NCI Trainee

As an NCI fellow (or trainee), you will receive an IDP notification email each year with a link to start your IDP. We strongly encourage you to discuss the following with your primary mentor while creating or updating your IDP.

- Your research and career goals
- Your performance and progress in the past year (if applicable)
- Your mentor’s and your expectations for the next year.

Your primary mentor reviews the IDP and then your co-primary and additional mentor(s) (if included in your IDP) review and provide comments. The Training Director and lastly, the Lab, Branch or Office Chief/Director approve the IDP.

Once your IDP is fully approved or completed, access your IDP and update the status and progress made during the year on projects, deliverables, and training, career-related activities, additional degree commitments, and expectations included in your IDP.

Note: Status and progress made on your IDP is the basis for your primary mentor’s decision to renew your fellowship each year. Maintain an open dialogue through in-person communication throughout the year.

Time Needed to Complete Your IDP

You have approximately **four weeks** to submit the first version of the IDP to your primary mentor. As the IDP goes through each step of the approval process, eIDP informs you of your timeline to ensure that the IDP is approved by all parties in approximately **10 to 12 weeks**.

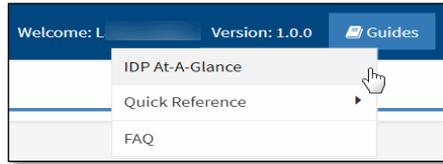
The following is the general approval process.

- [Start Your IDP](#)
- [Send the IDP to Your Mentor](#)
- [Respond to a Review](#)
- [Submit the IDP to the Co-primary and/or Additional Mentor, if applicable, for Review](#)
- [Submit the IDP to the Training Director for Approval](#)
- [Verify Meeting with Your Primary Mentor](#)
- [Submit the IDP to the Lab, Branch, or Office Chief/Director for Final Approval](#)

Getting Help

The first email you receive about your IDP instructs you how to log into eIDP and includes this **Trainee Quick Reference Guide** and the **IDP At-A-Glance**, a poster showing the approval process from start to finish.

Once you log into eIDP, you can obtain additional help.

Help	How to
Access online help	All help documents including the IDP FAQ are available when you select Guides in the eIDP header. 
Request application support	Select Help in the eIDP header and Contact eIDP Technical Support .
Contact your Training Director	Select Help in the eIDP header and Contact eIDP Coordinators .

Refer to these links and other useful links throughout the eIDP to assist you in training and career planning.

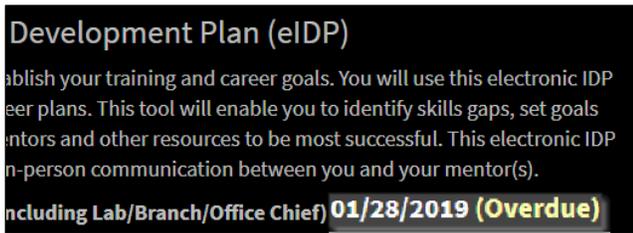
Resource	URL
Resources for NCI Trainees	https://www.cancer.gov/grants-training/training/resources-trainees
Career Planning Resources from NPA	https://www.nationalpostdoc.org/page/CareerPlanning
Making the most of your NIH experience	https://www.training.nih.gov/trainees

Your eIDP Landing Page

To access the eIDP system

Select the link to your IDP in the notification email, and the eIDP Welcome message displays at the top of the landing page.

- The **IDP Completion Due Date** is **approximately ten weeks** after the notification email is sent and indicates when your IDP should be approved by *all* parties (including Lab, Branch, or Office Chief/Director). After the date, **Overdue** appears in yellow.



- If your IDP is already approved and completed, only the Welcome message displays. You can [update](#) the status of your IDP projects and related deliverables/training, career goals, activities, and expectations, and additional commitments.

Your IDP Information

The landing page displays the type of IDP, overall status, and the status of each IDP section,

Type	IDP Status	Action Due Date
Initial	Not Started	11/06/2018

Note: Once you start updating a completed IDP or renewing your IDP, you can view your **Previous IDP** details.

The following table lists and describes each column of IDP information.

Column	Description
Type	Specifies whether it is an Initial IDP for your first year or Renewal for a subsequent year IDP.
IDP Status	For more information, see IDP Status .
Action Due Date <i>(N/A for a renewal IDP, status Update-in-Progress)</i>	<p>The date by which the current reviewer, as indicated by the IDP Status, must take action on the IDP.</p> <p>Note: The date is not applicable (N/A) when the trainee is updating a renewal year IDP in IDP Status <i>Update-In-Progress</i>.</p> <ul style="list-style-type: none"> Date is green if the Action Due Date is greater than one week from the current date. Number of (business) days left to take action on the IDP displays in a yellow bubble when the Action Due Date is a week or less away. <div data-bbox="1250 777 1485 966" data-label="Image"> </div> Number of days past the Action Due Date displays in a red bubble with the word Overdue. <div data-bbox="1250 1092 1485 1270" data-label="Image"> </div>

IDP Section Statuses

IDP sections include

- General Information

Note: Once you complete the General Information section, you can navigate from the IDP landing page to any section.
- Projects & Related Deliverables/Training
- Career Goals & Career Training Activities
- Aligning Expectations
- Mentor’s Expectations

Note: Mentor’s Expectations appears only after the primary mentor completes the section and sends the IDP to you.

The following table lists and describes the status icons you may see on your IDP landing page.

General Info	Projects	Careers Goals	Aligning Expectations	Action
				START IDP >

Status icon	Description	What to do...
	Not started	Start filling in this IDP section.
	In progress	Complete the required fields and save.
	Complete	You saved all the required information (AND/OR) After a review, there were no revisions requested or comments added.
	Pending review (applies to Mentor Expectations)	After a review, the primary mentor added or updated information. Review the section and specify whether your primary mentor should make revisions or not.
	Revision requested	After a review, you must update this section. Review and complete the requested revisions (AND/OR) reply to the comments.
	View comments (No revisions)	After a review, comments were added but revisions were not requested. Review the comments and either Mark as Read (AND/OR) reply to the comments

Taking Action on the IDP

The following table lists and describes the actions you can take from the IDP landing page.

Action button	Name	What to do...
START IDP >	Start IDP	Start filling in the first four sections of the IDP.
	View IDP	View IDP Details.
PROCEED	Proceed	Review, complete, and submit the IDP.
VERIFY MEETING	Verify Meeting	Verify the meeting with your mentor after the Training Director approves the IDP.
UPDATE	Update IDP	Start updating the progress of your IDP.

Your Previous IDP

Once you start updating the progress of your IDP or renew your IDP, the previous IDP is saved within the Previous IDP section and all the contents are copied to the renewal IDP.

Type	IDP Status	Award Date Range	Action
Initial	COMPLETED	10/16/2017- 10/15/2018	

The following table lists and describes each column of IDP information.

Column	Description
Type	Specifies whether it is an Initial IDP for your first year or Renewal for a subsequent year IDP. Note: Renewal does not occur for employees.
IDP Status	Displays <i>Completed</i> . For more information, see IDP Status .
Award Date Range	Displays the award date range for the previous IDP(s).
Action	Click View IDP to view the IDP Details of the previous IDP.

Starting Your IDP

To start your IDP

Select the IDP link contained in the IDP Initiation email.

Type	IDP Status	Action Due Date	General Info	Projects	Careers Goals	Aligning Expectations	Action
Initial	Not Started	11/06/2018	⊘	⊘	⊘	⊘	START IDP >

From the **Action** column, select **Start IDP**.



General Information displays.



Take your time and think carefully about each section. You may complete it in multiple sessions, if needed.

General Information

Review and complete your General Information.

1. Specify your **Gender**, **Race**, and **Ethnicity** (optional). These selections do not display for anyone in the review cycle, except for the Training Director.

Note: Gender information is populated from the NIH Enterprise Directory (NED). To open NED and update the information, click the **here** link.

2. Add or update the following information as needed. Required information has an asterisk (*) next to it.

Note: The unavailable, read-only information is exported from your NED or the NIH Fellowship Payment System (FPS). If any information is incorrect, email your Administrative Officer displayed in the General Information for assistance.

Name	Description
Current Award Date <i>(read-only and displays only for a trainee in FPS)</i>	Displays your current award From date from Fellow Payment System (FPS) (nVision). Note: If you are an employee, this is labeled as Entry on Duty (EOD) Date and is the date you were hired as an employee.
Entry-on-Duty (EOD) Date <i>(read-only and displays for employees only)</i>	Displays your Entry-on-Duty date from NED for employees only.
Training Plan Initiation Date <i>(read-only)</i>	Date when the first IDP notification email was sent to the trainee, the renewal IDP notification email was sent, or the IDP revision was requested.
Current Year of Training <i>(read-only, displays only for a trainee in FPS, and is required)</i>	Maintain or change the prepopulated current year of your training, which is calculated based on your Current Award Year and program category. If you change the year, a flag icon notifies reviewers of the update. Hover over the icon to see the original, prepopulated data and your change.
Highest Degree Obtained (to date) <i>(required)</i>	Maintain or change the degree. The list is limited based on your Current Training Title in FPS. Hover over the icon for a list of degree types. If you change the degree, a flag icon notifies reviewers of the update. Hover over the icon to see the original, prepopulated data and your change. Note: If you are an employee, you can select from a complete list.
Current Training Title <i>(read-only and required)</i>	The title currently assigned to you is retrieved from FPS. Note: If you are an employee, you can select from a list of titles.
Administrative Officer <i>(read only)</i>	The Administrative Officer name is retrieved from NED.

Name	Description
Primary Mentor's Name (required)	Search and select a primary mentor who will collaborate with you on your IDP. NCI employees and contractors from the selected Lab, Branch, or Office are listed. Note: You cannot change the primary mentor once your primary mentor reviews, adds expectations, and sends the IDP back to you.
Do you have a Co-Primary Mentor?	A co-primary mentor is different from having an additional mentor. In rare instances, you may be assigned a co-primary mentor who is required to review before the IDP is submitted to the Training Director for approval. <ul style="list-style-type: none"> If you do not have a co-primary mentor, click No. Otherwise, click Yes and search and select a Co-primary Mentor. NCI employees and contractors from the selected Lab, Branch, or Office are listed. Hover over the icon  for more information. Note: Your primary mentor will acknowledge your co-primary mentor selection during the first IDP review. You cannot change the co-primary mentor once your primary mentor agrees with your selection.
Additional Mentor(s) Optional	Search and select one or more additional mentor(s) who can optionally review the IDP before the IDP is submitted to the Training Director for approval. Hover over the icon  for more information.
Lab, Branch, or Office (required)	The list of branches populated is based on your NCI Division/Office/Center. Note: This field becomes read-only if the primary mentor is a contractor, and the IDP has been reviewed by the primary mentor at least once.
Lab, Branch, or Office Chief/Director Name (required)	After selecting the Lab, Branch, or Office above, a list displays of the NCI employees from the Lab/Branch path. For example, if you select Lab, Branch, or Office NCI DCEG EGRP , you can select Branch Chiefs from <ul style="list-style-type: none"> NCI DCEG NCI DCEG EGRP
NCI Division/Office/Center (read only)	This information is either your NED organization or your training organization selected by the person who manually initiated your IDP.

To save, select **Save** and if all required information is entered, the tab status changes from  *Not Started* to  *Complete*.

- To save and navigate to the next section, select **Save and Continue**.

The first time you save the initiated IDP, your IDP Status on the landing page changes to *Under Trainee's Review* and you have four weeks (Action Due Date) to send it to your primary mentor.

Note: **Review and Take Action** appears on all tabs but you cannot select it until you complete all the tabs.

Projects & Related, Deliverables/Training

On the Projects & Related Deliverables/Training tab, you describe your project(s) and major responsibilities on the project.



Make sure you save and complete each section, so there is a green check for each tab.

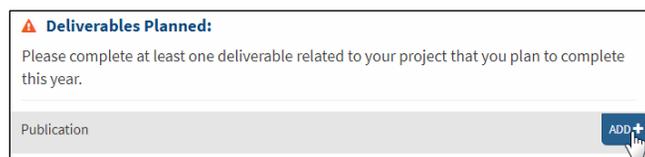
Note: You must add at least one Project and one related Deliverable to complete during the upcoming year. On the second sub-tab, you must add at least one Training Activity related to your research.

- Select the Projects & Related Deliverables/Training tab.

Note: An asterisk (*) indicates required information for any project, project-related deliverable, and training activity.

- From Deliverables Planned, click **Add** and add at least one Deliverable to a project.

Note: The Attention icon  means you need to add information to submit the IDP.



- Fill in the information and select **Done**.

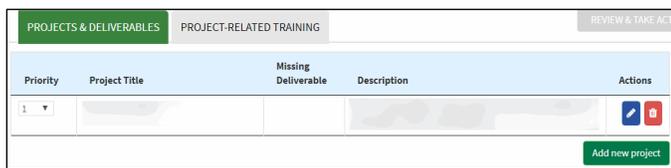
Note: If a deliverable applies to more than one project, you can add it under a project and copy it to other project(s) without re-entering it. However, a manuscript can be associated to one project only.

The deliverable is added to the deliverable table.

- Click **Save**.

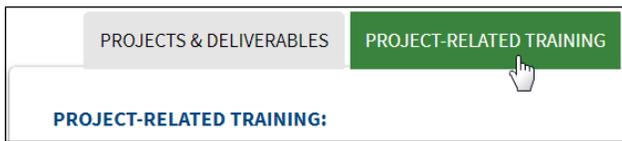


The project is added to the table at the top of the tab.



Note: If you add multiple projects, you can prioritize them.

- To add a training activity, select the **Project-Related Training** tab.

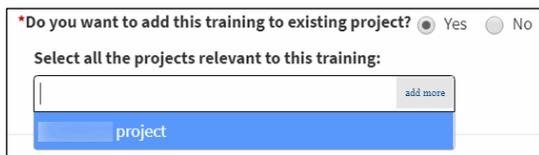


Note: Project-Related Training Activities include (but are not limited to): classes/courses or workshops, interest/working group participation, or other training activities.

- From the list of activities, click **Add**.
- Fill in the information.

Notes: For a non-research related project, enter an objective instead of a project title.

To associate a training activity with one or more of your projects, select **Yes to Do you want to add this training to existing project?** Select all the projects relevant to the training.



-

Select **Done**.

The activity is added to the table.

To save a draft, select **Save** and the tab status changes to *In Progress* icon.

- To save and navigate to the next section, select **Save and Continue**.

Once the required information is complete, Projects & Related Deliverables/Training is *Complete*.

Career Goals & Career Training Activities

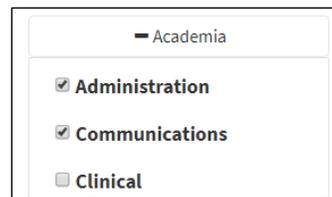
On the Career Goals & Career Training Activities tab define your career goals and the activities to support the goals in the upcoming year. Think about your career and where you see yourself in the next five years. The IDP provides various options across all sectors for you to consider.

Note: To complete this tab, you must enter at least one career goal and one career training activity.

- Select the Career Goals & Career Training Activities tab.

Note: An asterisk (*) indicates required information for any career-related training/exploration.

- Select a Career Goal, such as Academia, and the specific career paths you wish to pursue.



- Describe your goals (optional).
- Specify the degree you want to pursue in the future (optional).

Note: If you specify a degree, you are required to update the status of the degree(s) for your renewal year IDP.

- In the Training Career/Exploration section, upload a Curriculum Vitae in Word or PDF format (optional).

6. Select the professional development opportunities you wish to participate in in the upcoming year to help you achieve your career goals.

Note: The Attention icon  means you need to add information to submit the IDP.



To save a draft, select **Save** and the tab icon changes to  *In Progress*.

7. To save and navigate to the next section, select **Save and Continue**.
Once the required information is complete, Career Goals and Career Training Activities is  *Complete*.

Aligning Expectations

On the Aligning Expectations tab, describe your expectations for the upcoming year. This can be specific to your mentor-mentee relationship or be directly related to research or career goals or an additional short-term goal you wish to accomplish.

Note: To complete this tab, you must describe the expectation(s) you have of your mentor and indicate any additional commitments in your previous program.

1. Select the Aligning Expectations tab.
2. Describe the expectation(s) you have of your mentor and how your mentor can help you accomplish your goals.
Note: If you need help completing this section, select the link to your Training Director under Aligning Expectations to email for assistance.
3. Specify **Additional Commitments** that you want to discuss with your mentor, such as the time required to complete a project remaining from a previous program.
4. Otherwise, select **Save and Continue**.
Once the required information is complete, Aligning Expectations is  *Complete*.
5. Once you complete all the IDP tabs, select **Review and Take Action**.

REVIEW & TAKE ACTION

IDP Details displays. At the top of the page select **Click here and scroll to the bottom of this page to take an action** or scroll to the bottom of IDP Details.

[▼ CLICK HERE TO SCROLL TO THE BOTTOM OF THIS PAGE TO TAKE AN ACTION.](#)

 Edit

6. [Send the IDP to your primary mentor.](#)

Note: Once you send the IDP to your primary mentor, the mentor will add Mentor's Expectations and return the IDP for you to review.

Sending the IDP to Your Mentor

To send the IDP to your primary mentor, all the tabs must be *Complete*.

General Info	Projects	Careers Goals	Aligning Expectations
✓	✓	✓	✓

From your IDP landing page, select the button in the Action column.

At the top of IDP Details select **Click here to scroll to the bottom of this page to take an action** or scroll to the bottom of the page.



The following table provides guidance for sending the IDP to your primary mentor. The buttons you see vary based on where your IDP is in the review cycle.

Button...	Indicates...	Sends IDP to...
Send the IDP to the Primary Mentor	You are sending the IDP to your primary mentor for the first time	The primary mentor has two weeks to review your IDP, provide expectations, and send the IDP back to you.
Send IDP Back to Primary Mentor for Review	You might have updated the IDP (AND/OR) might be requesting revisions to the Mentor's Expectations (AND) the 3-time review limit is NOT reached	The primary mentor has two days to review and send the IDP back to you.

Once you send the IDP to the primary mentor

- A row is added to the IDP Details, History indicating your action taken.
- An email notification is sent to the primary mentor, and the IDP appears in the Primary Mentor Queue.
- View your IDP details from the IDP landing page by clicking **View IDP**  in the Action column.

Primary Mentor Declines Your IDP

The *first time* you send the IDP, the primary mentor you selected may decline the IDP if the mentor thinks you made the primary mentor selection in error.

Select another primary mentor and resubmit the IDP.

Withdrawing Your IDP

You can withdraw your IDP after sending it to the primary mentor the *first time* and before the mentor takes an action on the IDP.

To withdraw your IDP

1. At the top of IDP Details, select **Click here to scroll to the bottom of this page to take an action** or scroll to the bottom of the page.



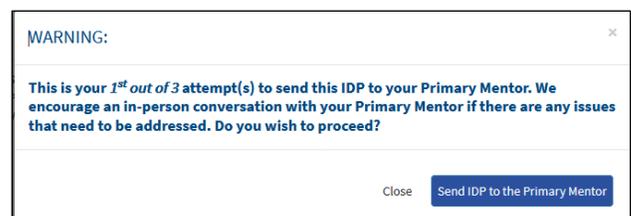
2. Select **Withdraw IDP**.



3. Confirm the withdrawal and your primary mentor will be notified.
4. You can edit and resubmit your IDP.

Three-time Review Limit Between You and Your Primary Mentor

Once the primary mentor sends the IDP back to you with feedback and Mentor's Expectations, you can [review and respond to the IDP](#) and resend it to the primary mentor. From this point, the routing of the IDP between you and your mentor is limited to three times. Each time you send the IDP, a warning message indicates the current review cycle, such as 1 of 3.



When the primary mentor returns the third IDP review, you must submit the IDP forward in the review cycle (either to your co- and/or additional mentors (if any) or to your Training Director).

Don't Worry!

If you need another review cycle to resolve an issue, the Training Director is notified of any Revision Requests or unresolved issues and will return the IDP to you or the primary mentor. If the Training Director returns the IDP to you, you have three more review cycles before moving the IDP forward again.

Responding to IDP Review

The following describes how to respond to a review from a primary mentor or Training Director.

Note: If the Training Director returns the IDP for revisions to you or the primary mentor, you, the primary mentor, and the co-primary and additional mentors (if any), receive an email.

Select the URL from the notification email, and your IDP landing page displays.

- **IDP Status** is *Under Trainee’s Review*.
- **Action Due Date** is when you must complete the review.
- [IDP section statuses](#) may be    

General Info	Projects	Careers Goals	Aligning Expectations	Mentors Expectations	Action
					

In the Action column, select **Proceed**.

Note: You can also select a status icon to access an individual section.

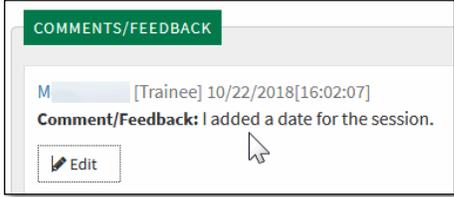
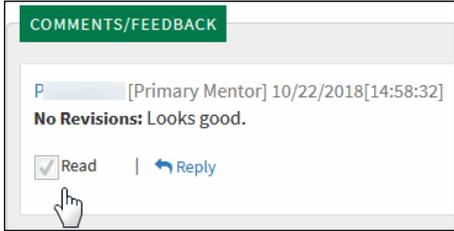
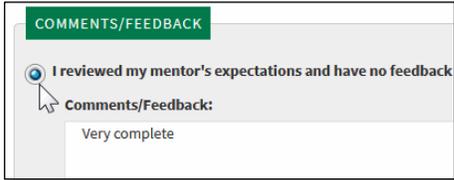
Responding to Every Tab

From the General Information tab

 **Review and Take Action** appears on all tabs but you cannot select it until you complete all the tabs.

1. Review the information on the tab.
2. Scroll to the Comments/Feedback section and perform the appropriate action, if any, based on the tab’s status.

Status Icon	What to Do
 Complete	You do not have to perform any action.

Status Icon	What to Do
 Requested Revision	<p>Review the revisions requested in the comments and make changes to the tab.</p> <p>Select Read or Reply to the reviewer’s comments, if needed. The section’s status icon changes to <i>Complete</i>.</p>  <p>Note: If your primary mentor disagreed with your co-primary mentor selection, a default comment displays in the Comments/Feedback. Select a different co-primary mentor.</p>
 No Revisions, but Comments Added	<p>Review the comments and select Read or Reply to the reviewer’s comments, if needed. You can edit your comment before sending the IDP. The section’s status icon changes to <i>Complete</i>.</p> 
 Pending Review	<p>The primary mentor added/edited the Mentor’s Expectations or provided a decision about your renewal.</p> <ul style="list-style-type: none"> • Review the Mentor Expectations or renewal decision. • Select one of the following to complete the section. <ul style="list-style-type: none"> ○ I reviewed my mentor’s expectations (and renewal decision) and have no feedback ○ I reviewed my mentor’s expectations (and renewal decision) and would like to request revisions • Add Comments/Feedback, if needed. The section’s status icon changes to <i>Complete</i>. 

5. To save a draft, select **Save** and the tab icon changes to  *In Progress*.
6. To save and navigate to the next section, select **Next**. Once the required information is complete, the tab's status is  *Complete*.
7. When all tabs are complete, select **Review and Take Action**.
8. From IDP Details:
 - o [Send the IDP to your primary mentor](#) OR
 - o Submit your IDP to [your co-primary and/or additional mentor\(s\) \(if any\)](#) for review or your [Training Director](#) for review and approval.

Submitting IDP to Co-primary and/or Additional Mentor (if any) for Review



If your IDP has a co-primary mentor and/or additional mentor(s), you submit the IDP for their review.

The differences between the co-primary and additional mentor are

- The co-primary mentor is *required* to review the IDP while an additional mentor is not.
- Similar to the additional mentor(s), the co-primary mentor will not see the back and forth comments between you and your primary mentor while the Project and Training deliverable feedback will be visible

Co-primary and additional mentors only mark the IDP as reviewed and add comments. They cannot return the IDP back to the trainee or primary mentor. The Training Director reviews the feedback and decides whether to return the IDP to the trainee or primary mentor.

To submit the IDP for review, all tabs must be *Complete*.

1. From your IDP landing page, select **View IDP** .
2. At the top of the IDP Details page select **Click here to scroll to the bottom of this page to take an action** or scroll to the bottom of IDP Details.



3. Click **Submit**.

Button...	Indicates...	Sends IDP to...
	Your primary mentor and yourself agree on the content of the IDP. The IDP is ready for co-primary and additional mentor review.	A co-primary mentor is required to and has two weeks to review the IDP. The additional mentor(s) has two weeks to review the IDP.

4. Once you submit the IDP
 - o A row is added to the IDP Details - History indicating your action taken.
 - o An email notification is sent to the co-primary mentor and the additional mentor(s) to take an action on the IDP.
 - o An email notification is also sent to the primary mentor indicating your action.
 - o A co-primary mentor must take review action for the IDP to be sent to the Training Director.
 - o View your IDP details from the IDP landing page by clicking **View IDP**  in the Action column.

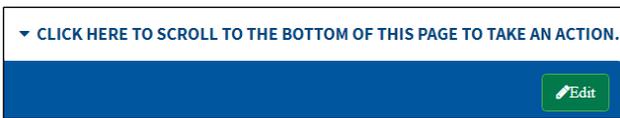
Submitting the IDP to the Training Director



If you have any questions, talk to your primary mentor or your Training Director prior to the submitting the IDP.

To submit the IDP to your Training Director, all tabs must be *Complete*.

1. From your IDP landing page, select **View IDP** .
2. At the top of the IDP Details page select **Click here to scroll to the bottom of this page to take an action** or scroll to the bottom of IDP Details.



3. Click **Submit**.

Button...	Indicates...	Sends IDP to...
	The IDP is complete and ready for Training Director approval.	If your IDP does not have a co-primary or additional mentor, the IDP is routed directly to the Training Director who has one week to approve the IDP or return the IDP to you or your primary mentor for revisions. Otherwise, once the co-primary mentor has reviewed the IDP and the 2-week review period is reached, the IDP is routed to the Training Director.

Once you submit the IDP

- A row is added to the IDP Details, History indicating your action taken.
- An email notification is sent to the Training Director the next morning, to take an action on the IDP.
- An email notification is also sent to the primary mentor indicating your action.
- View your IDP details from the IDP landing page by clicking **View IDP**  in the Action column.

Training Director Actions

The Training Director has **one week** to act on the IDP. If the Training Director approves the IDP, you and your primary mentor are notified that you must [verify your in-person meeting](#) and accept the IDP in the eIDP system.

The Training Director may also return the IDP to you or your primary mentor for more changes.

Verifying Meeting with Your Primary Mentor

Once the Training Director approves the IDP, you and your primary mentor have **one week** to verify that you met in person within the previous six weeks, add the final meeting date, and accept the IDP in the system.

Note: You cannot edit your IDP during this step.

Type	IDP Status	Action Due Date
Initial	Under Primary Mentor and Trainee Meeting Verification & IDP Acceptance	03/05/2019 7 days remaining

To add the meeting date and accept the IDP

1. From your IDP landing page, select **View IDP** .
2. At the top of the IDP Details page select **Click here to scroll... to scroll to the bottom of this page to take an action** or scroll to the bottom of IDP Details.



3. Select **Verify Meeting and Accept IDP**.



Note: Accepting this IDP does not mean agreement; Only that IDP details are shared between you and your primary mentor. You and your mentor cannot edit the IDP at this step.

4. Select the final meeting date with your primary mentor, which must be within six weeks of the current date.
5. Select **Submit**.

Note: If you and your primary mentor do not add the same date, your *Training Director will be notified*.

Submitting to Lab, Branch, or Office Chief/Director

Once you and the primary mentor add the meeting date and accept the IDP, the IDP is submitted to the Lab, Branch, or Office Chief/Director. The Chief/Director has **one week** to perform the final approval or return the IDP with comments to the Training Director for changes.

Final IDP Approval

Once the Lab, Branch, or Office Chief/Director approves your IDP, the IDP reaches the *Completed* status and cannot be modified. You can view and [update](#) the renewal IDP throughout the year and be prepared to submit it once it is initiated.

You will receive an email once your IDP reaches the *Completed* status. This email also indicates if your Lab, Branch, or Office Chief/Director added any comments to your IDP.

Printing Your IDP



After submission and IDP approval, print and reference your IDP frequently to help you successfully meet your career goals. You can update goals and deliverables online throughout the year or add all the information once you receive the renewal email notification.

Note: CCR and DCEG fellows are sent an email notification when a renewal is triggered.

To print your IDP from your IDP landing page

1. Select **View IDP** or **Proceed** to complete all the tabs and access IDP Details.
2. From IDP Details, select **Print** and follow the prompts.

Acting on a Request to Revise Your Existing IDP

Your Administrative Officer or Training Director (including delegates) can request a change to your existing IDP for the same award year, regardless of the status. The request may be for one or more of the following.

- Your primary mentor changed
- Your organization or Lab/Branch/Office changed
- Your primary mentor disagreed with your co-primary mentor selection
- Routine 6-month follow-up
- Other (reason(s) will be indicated by the person requesting the revision)

Based on the status of your existing same year award IDP, the following changes will occur.

IDP Status	What Happens
Completed	The IDP status remains the same. All IDP information is copied to a new IDP, and you must send the new IDP out for review and approval again.
In Progress	The IDP Status changes to <i>Cancelled</i> . A row is added to the IDP's History on IDP Details. All the IDP information is copied to a new IDP, and you must send the new IDP out for review and approval again.
Not Started	Continue to work on the same IDP.

Once you revise the IDP, the **Training Plan Initiation Date** on the General Information tab is the date when the Administrative Officer or Training Director requested the revision and the approval process begins again.

Note: If you receive a **Routine 6-month follow-up** or **Other** request AND you change your primary mentor, Lab, Branch, or Office, or Lab, Branch, or Office Chief/Director, the IDP is placed *On Hold*. Your Training Director will be notified to review and release the hold. Once released, the IDP will be routed to your primary mentor for review.

Updating Your IDP After Final Approval

As soon as your IDP is approved by all parties and complete, you can start updating the status of each project, deliverable, project-related training, career activities, degree(s) planned, and any additional commitments included in your IDP.

Note: Some trainees update and add information throughout the year and some wait until the [renewal activation](#) occurs to update the information all at once.

Reviewing the Renewal Decision

In a renewal IDP, Renewal Year Updates display in the Mentor Expectations section.

Note: Renewal Year Updates do not display for trainees who are classified as an Employee and for trainees who are classified as a Fellow with the Current Training Title as CS - SUMMER-CRTA.

1. Review **Your primary mentor's comments.**

If there was a renewal IDP in previous year(s), expand **Updates from previous year(s)** to display comments, the Created date, and Created by indicating when and the mentor who created the comments.

2. Review the **Renewal Decision.**

Note: Renewal Decision does not display for primary mentors of trainees assigned to the NED Organization NCI DCP OD CFPF.

3. Review the renewal decision and the primary mentor's comments.

- **You will be renewed at your anniversary date**– The primary mentor renewed your fellowship.
- **This is your last year as an NCI trainee**–The primary mentor is not renewing your fellowship.
- **Your renewal decision has not yet been made**– Your mentor anticipates to make a renewal decision within 3, 6, or 9 months.

4. Select **I acknowledge the renewal decision from my mentor.**

Note: The acknowledgment does not necessarily mean agreement, **only** that the primary mentor and yourself have discussed the details.

5. Select **I have reviewed my mentor's expectations and renewal decision and have no feedback.** (OR) **I have reviewed my mentor's expectations and renewal decision and would like to request revisions.**

As soon as your IDP is approved by all parties and complete, you can start updating the status of each project, deliverable, project-related training, career activities, and any additional commitments included in your IDP. If needed, you can add information to the IDP.

Updating Your IDP Before Renewal Activation

To start updating your IDP after final approval and before renewal

1. Go to the IDP landing page.

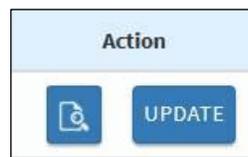
The IDP Status is *Completed* and all IDP sections are  *Complete*.

To view the details of your completed IDP, select **View**

IDP  in the Action column.

2. To start updating your renewal IDP, click **Update** in the Action column.

Note: If **Update** is disabled, hover over the button to display the reason that you cannot update the renewal year IDP. Contact your Administrative Officer or your Training Director to resolve the error.



A message prompts you to confirm that you want to renew your IDP.

3. Select **Yes.**

The IDP Type changes to *Renewal*, and the IDP Status and Action Due Date are N/A until the [renewal activation occurs](#).

Note: Once the renewal activation occurs, the IDP Status changes to *Update-In-Progress* and you can submit the renewal IDP to your primary mentor once all tabs are complete.

The contents of the completed IDP and the project-specific comments are copied to the renewal IDP, and the previous IDP is displayed under Previous IDP.

PREVIOUS IDP			
Type	IDP Status	Award Date Range	Action
Initial	COMPLETED	10/26/2018- 10/25/2019	

The renewal IDP sections are marked as  *In Progress*. You are required to complete the General Information section, in order to navigate to the other sections.



- To update the status of this year’s IDP, click **Proceed**. The General Information tab opens.

For each tab in the renewal IDP

- Review and Take Action** appears on all tabs but you cannot select it to send to the primary mentor until you complete all the tabs and your IDP’s renewal activation is initiated.
- View Previous Year IDP Details in a New Window** is available on all tabs to display the section’s information from the previous IDP.



Reviewing General Information

All required General Information has an asterisk (*) next to it and must be completed to continue to the next tab.

Note: The unavailable, read-only information is exported from your NED account or FPS (nvision). If any information is incorrect, contact your Administrative Officer for assistance.

- Review, update, and add information as needed. [After the renewal activation occurs](#), certain information is updated.

Note: If you change the primary mentor, Lab, Branch, or Office, or Lab, Branch, or Office Chief/Director, **your IDP is placed on hold** when you submit the IDP for approval. Your Training Director is notified to review and release the hold. Once released, your IDP is sent to your primary mentor for review.

To save, select **Save** and if all required information is entered, the tab status is  *Complete*.

- To save and navigate to the next section, select **Save and Continue**.

General Information After Renewal

Once the renewal activation occurs (you will receive a notification email), and the following General Information will be recalculated.

Name	Description
Training Plan Initiation Date	Displays the date when the renewal was triggered and when you received a notification email.
Current Year of Training	Recalculates and prepopulates based on the renewal year. If you change the year, a  flag icon notifies reviewers of the update. Hover over the icon to see the original, prepopulated data and your change.
Highest Degree Obtained (to date)	Replaces and prepopulates information from FPS (nVision). If you change the year, a  flag icon notifies reviewers of the update. Hover over the icon to see the original, prepopulated data and your change.
NCI Division/Office/Ce nter	Note: For OWPD and CFPF fellows, this information is prepopulated from the previous IDP. For all other trainees, this information will be prepopulated from NED (nVision).

Updating Projects & Related Deliverables/Training

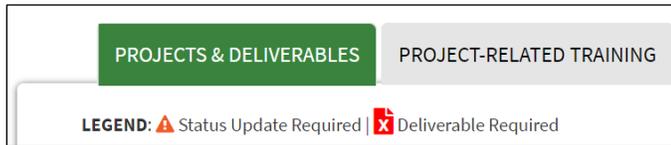
Projects & Related Deliverables/Training enables you to update *Planned* or *In Progress* projects, deliverables and project-related training in two subtabs prepopulated from the previous IDP. Comments made during the previous IDP’s review and approval process are not included.

To complete this section, update the status of each project, deliverable and each project-related training provided.

Updating Projects

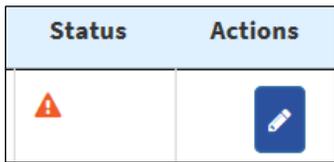
You must update the status of all projects in the IDP. You can add a new project to the renewal IDP and edit and delete it. You cannot delete a project prepopulated from the previous (*Completed*) IDP. Each project must have at least one deliverable.

Note: If you are missing a Status and/or a Deliverable, a Legend displays as shown below.

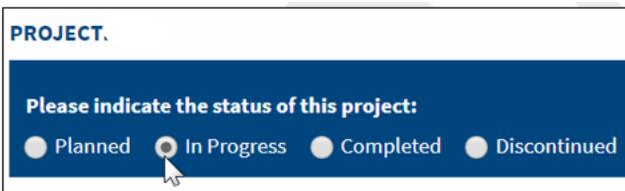


To update a project's status

1. Click **Edit**  in the project table.



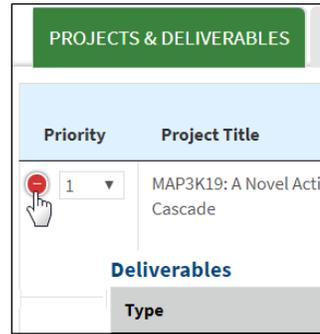
2. Select a project status, **Planned, In Progress, Completed, or Discontinued.**



Note: To update the Project Title, Description, and Responsibilities click **Edit project** and make the changes. If the project is marked as *Discontinued*, you cannot edit these fields.

3. Click **Save.**
To add another project to the renewal IDP, click **Add New Project**, enter the required information, and add at least one deliverable to the project.
4. Once you update the status of a project
 - o A New  icon indicates that you added the project to the renewal IDP.
 - o Last Modified is updated with the current date. If you added a new project, this is blank.
 - o  is replaced with the selected Status.

5. Display the project to update the project's deliverable(s).



Updating Deliverables

You must update the status of deliverables, and there must be at least one deliverable per project. You can add a new deliverable to a project if the project was not *Discontinued* in a previous (*Completed*) IDP. You can edit and delete any deliverable that you added, but you cannot delete a deliverable prepopulated from a previous (*Completed*) IDP.

To update the project's deliverable(s)

1. Scroll down to the deliverable related to the project.
2. Click **Edit**  in the Actions column.

Note: Edit is not available under certain circumstances. Refer to the following table for more information.

Deliverable	Why is Edit not available?
Manuscript	You cannot update a manuscript that was <i>Published</i> or <i>Withdrawn</i> in the previous (<i>Completed</i>) IDP.
White Paper	You cannot update a white paper that was <i>Completed</i> or <i>Withdrawn</i> in the previous (<i>Completed</i>) IDP.
Report	You cannot update a report that was <i>Completed</i> or <i>Withdrawn</i> in the previous (<i>Completed</i>) IDP.
Other type of Publication	You cannot update another type of publication that was <i>Completed</i> or <i>Withdrawn</i> in the previous (<i>Completed</i>) IDP.
Presentation	You cannot update a presentation that was <i>Completed</i> or <i>Withdrawn</i> in the previous (<i>Completed</i>) IDP.
Awards/ Research Funding deliverable	You cannot update the status of an Awards/Research Funding deliverable that was <i>Received</i> or <i>Withdrawn</i> in the previous (<i>Completed</i>) IDP.

3. Select a **Status** to update the progress of the deliverable.

The statuses vary based on the type of deliverable.

Deliverable	Select a Status
Publication	The different types of publications are listed in the following rows.
<ul style="list-style-type: none"> • <i>Manuscript</i> 	Select the status of a manuscript publication, if needed. <ul style="list-style-type: none"> • In Preparation – Select the Target month and year (greater than the current month) • Submitted – Provide the submission date (current or past) • In Press • Published – Search and link the manuscript to Pubmed. • Withdrawn
<ul style="list-style-type: none"> • <i>White Paper</i> 	Select the status of a white paper publication, if needed. <ul style="list-style-type: none"> • In Preparation • Withdrawn • Completed – Enter the Date (current or in the past).
<ul style="list-style-type: none"> • <i>Report</i> 	Select the status of a report publication, if needed. <ul style="list-style-type: none"> • In Preparation • Withdrawn • Completed – Enter the Date (current or in the past).
<ul style="list-style-type: none"> • <i>Other (type of publication)</i> 	Select the status of another type of publication, if needed. <ul style="list-style-type: none"> • In Preparation • Published – Search and link the manuscript to Pubmed. • Withdrawn • Completed – Enter the Date (current or in the past).
Presentation	Select the status of a presentation, if needed. <ul style="list-style-type: none"> • In Progress • Planned • Completed – Enter the Date (current or in the past) and location of the presentation. • Withdrawn

Deliverable	Select a Status
Awards/Research Funding	Select the status of an award or funding, if needed. <p>Note: If you <i>Applied for</i> funding last year, you can select <i>Applied for</i> or <i>Received</i> in the renewal IDP.</p> <ul style="list-style-type: none"> • Applied for – Optionally, enter a Funding Amount and the Submission Date (current or in the past) • In Review – Optionally, enter a Funding Amount and the Submission Date (current or in the past) • Received – You must enter the Received Funding Amount and the Date (current or in the past) • Not Received • Withdrawn
Other Types of Deliverables	Select the status of another type of deliverable, if needed. <ul style="list-style-type: none"> • Planned • In Progress • Completed – Enter the Date (current or in the past) and location of the deliverable • Withdrawn

4. To update the Title and Description from the previous IDP, click **Edit Info** and make the changes.
Note: Edit Info is not available if the deliverable is marked as *Withdrawn*.
5. Click **Done** and **Save**.
To add another deliverable to the project, click **Add** and update the status of the new deliverable.
6. Once you update the status of a deliverable
 - A New  icon indicates that you added the deliverable to the renewal IDP.
 - Last Modified is updated with the current date. If you added a new deliverable, this is blank.
 -  is replaced with the selected Status.
 - If a Manuscript or Other (type of publication) was *Published* and linked to Pubmed, click the **View Publication** to display the *PubMed ID, Journal Name, Publication Date, Article Title, and Authors* from PubMed.

Searching for a Published Deliverable

If you update the status of a Manuscript or Other (type of publication) to *Published*, you can search for and link the information in Pubmed to the publication.

Once you select the *Published* status

1. The **Search by** options appear.



- To **Search by Author**, your First and Last Name and the Start (fiscal year minus one) and End Date (current fiscal year) are prepopulated.



- To search by PubMed ID, select **Search by PubMed ID** and enter the complete ID.



2. After a successful search, the PubMed information (PubMedID, Journal, Name, Publication Date, Article Title, Authors) displays in a read-only table. The PubMed information is now linked to the publication.

Note: You cannot link the same publication to more than one Manuscript in a given project.

3. Answer the question, **Are you the first author on this publication?**
4. Select **Done** to save your PubMed information.

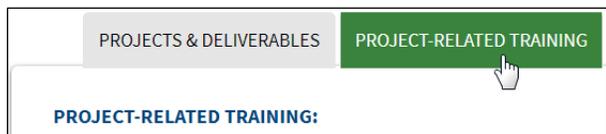
Updating Project-related Training

You must update the status of project-related training in the IDP. You can add a new training to the renewal IDP and delete it.

Note: You cannot delete training prepopulated from a previous (*Completed*) IDP. You cannot link a training activity to a project that was *Discontinued* in a previous (*Completed*) IDP.

To update project-related training

1. Click the **Project-Related Training** subtab.



2. Click **Edit**  in the Actions column.

Note: Edit is not available under certain circumstances. Refer to the following table for more information.

Deliverable	Why is Edit not available?
Classes/ Courses/ Workshops	You cannot update a class/course/ workshop <i>Completed</i> or <i>Withdrawn</i> in a previous (<i>Completed</i>) IDP.
Interest/ Working Group Participation	You cannot update participation when the status was <i>Attended</i> or <i>Withdrawn</i> in a previous (<i>Completed</i>) IDP.
Other Training Activities	You cannot update an activity <i>Completed</i> or <i>Withdrawn</i> in a previous (<i>Completed</i>) IDP.

3. Select a **Status** to update the training. The statuses vary based on the activity.

Training	Select a Status
Classes/ Courses/ Workshops	Select one of the following. <ul style="list-style-type: none"> • Planned • In Progress • Completed – You must enter the Date (current or in the past) and Location of the class/course/workshop. • Withdrawn
Interest/ Working Group Participation	Select one of the following. <ul style="list-style-type: none"> • Planned • Ongoing – Specify a Date (current or in the past) when you became interested or became a member of the working group. The date displays, for example, October 2018-Present. • Attended – Specify a Date (current or in the past) when and the Location of the participation. • Withdrawn
Other Training Activities	Select one of the following. <ul style="list-style-type: none"> • Planned • In Progress • Completed – You must specify the Date (current or in the past) of the activity. • Withdrawn

4. To update the Title and Description from the previous IDP, click **Edit Info** and make changes.
5. Click **Done**.

Note: Edit Info is not available if the deliverable is marked as *Withdrawn*.

To add training, click **Add+** in the training section.

Note: You cannot link a Training Activity to a *Discontinued* project from a previous *(Completed)* IDP.

6. Once you update the status of the training
 - o Associated to Project displays the Title of the project to which the training is linked.
 - o A New **NEW** icon indicates that you added the training to the renewal IDP.
 - o Last Modified is updated with the current date. If you added new training, this is blank.
 - o  is replaced with the selected Status.

Saving Your Updates

- To save a draft at any time, select **Save** and the tab icon remains  *In Progress*.
- To save and navigate to the next section, select **Save and Continue**.
- Once you update the status for each project, deliverable, and training, there is at least one deliverable updated for each project, and there is at least one active deliverable, the tab's status is  *Complete*.

Updating Career Goals & Career Training Activities

Career Goals & Career Training Activities enable you to update career training and exploration activities prepopulated from the previous IDP, but the comments made during the previous IDP's review and approval process are not included.

You can add new career training and exploration activities to the renewal IDP and delete them. You cannot delete items prepopulated from the previous *(Completed)* IDP.

To complete this section

- Select at least one Career Goal.
- Update the status of any Additional Degree(s) in the previous IDP.
- Update the status and provide a progress update of all career activities.

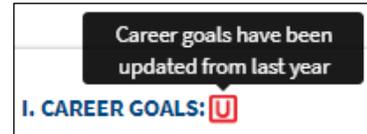
Note: If you are missing a Status for a degree(s) or career activity(ies), a legend displays as shown below.



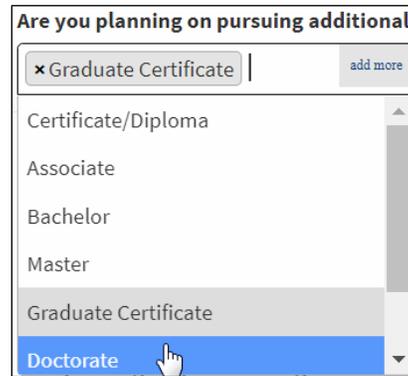
To update a career activity

1. Review the selected Career Goals and update them, if needed.

Note: If you change your Career Goals from the previous year's *Completed* IDP, a U icon appears next to Career Goals so reviewers/approvers know you updated the career goals.



2. From the **Are you planning on pursuing additional degree(s)?** list, select additional degrees, if needed.



You must edit and update the status of any *Planned* or *In Progress* degree from a previous IDP.

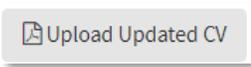
Note: If a degree is *Completed* or *Withdrawn* in a previous IDP, Edit is not available.

3. For each degree selected in a prior year IDP, click **Edit**  and select a status: *Planned*, *In Progress*, *Completed*, and *Withdrawn*.
4. Enter comments about the status of the degree.
5. Click **Done**.

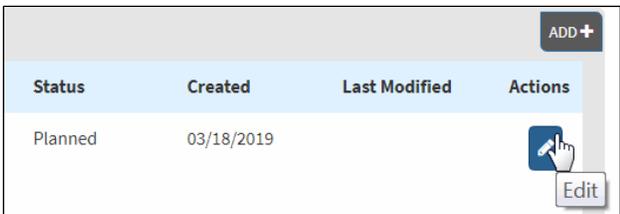
Note: The degree table includes a **Created** and **Last Modified** date to update the degree across multiple years.

Created	Last Modified	Actions
04/02/2019	05/15/2019	

6. If needed, upload and replace the previous IDP's Curriculum Vitae (CV) Word or PDF file (up to 3 MB).

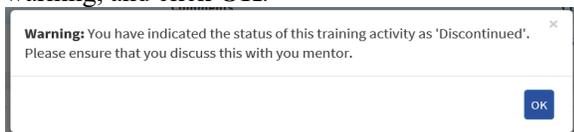


- Lastly, update the professional development activities that supports your career goals. These activities may include networking, skills/competencies, a job search, or an activity of your choosing.
- For each *Planned* or *Ongoing* activity, click **Edit** in the Actions column.



Note: Edit is not available if a training activity is in the *Completed* or *Discontinued* status in the previous IDP.

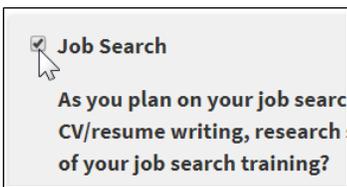
- Assign the Career Exploration and Networking, Skills/Competencies, Job Search, or Others activity a **Status:**
 - Planned**
 - Ongoing**
 - Completed**
 - Discontinued**-- If you select *Discontinued*, you must enter a Reason. Click **Done**, review the warning, and click **OK**.



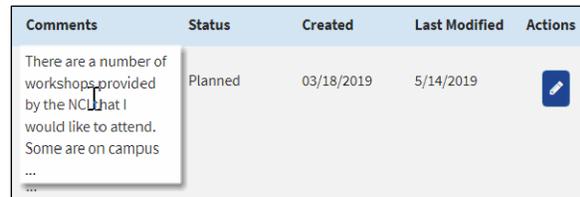
- To update the Description of the training activity from the previous IDP, click **Edit Info** and make the changes.
- Note:** Edit is not available if the activity is *Discontinued*.
- Click **Done**.
- To add a new activity to the renewal IDP, select



and add the required information.



- Once you update the status of a training activity
 - Degree(s) *Planned* is updated if you made an update.
 - A New **NEW** icon indicates that you added the training activity to the renewal IDP.
 - Comments** displays the first 100 characters of the comment you provided. Click the comment to view the entire contents in a popup window.



- Last Modified is updated with the current date. If you added a new training activity, this is blank.
 - is replaced with the selected Status.
- To save a draft, select **Save** and the tab icon remains *In Progress*.
 - To save and navigate to the next section, select **Save and Continue**. Once the required information is complete, the tab's status is *Complete*.

Reviewing Aligning Expectations

Aligning Expectations from the previous IDP(s) display in the read-only section, Expectations from Previous Year(s).



Note: Comments made during the previous IDP's review and approval process are not included.

To complete this section, provide any updates to your expectations of your mentor from last year, fill in the required information, and update the status of any Additional Commitments made in any of previous year IDP.

- Review your expectations to ensure that your information is up-to-date.

Additional Commitments displays ONLY if you responded **Yes** in any of the prior year IDP(s) and the status of the commitment from the prior year IDP is *Planned* or *In Progress*.
- If you added a commitment in a previous IDP, click **Edit** in the Actions column.

3. Select the status of the commitment: Planned, In Progress, Completed, and Withdrawn.
Note: If you are missing a Status for a degree(s) or career activity(ies), a legend displays as shown below.
- LEGEND:**  Status Update Required
4. Provide comments, if any, and describe any additional commitments for next year.
 5. To save a draft, select **Save**, and the tab icon remains  *In Progress*.
 6. Once the required information is complete, the tab's status is  *Complete*.
 7. When the IDP renewal activation occurs, you must [obtain IDP approval](#).

Submitting Your IDP After the Renewal is Initiated

Once the renewal activation occurs for your IDP, if you are a CCR, DCEG, or DCCPS fellow, you receive an renewal notification email. Otherwise, your Training Director or Administrative Officer manually initiates the renewal as a Revision of Existing IDP.

Note: A renewal is not initiated if your previous IDP is *Not Started* or *In Progress* (your renewal notification provides access to the previous IDP) or if your previous IDP was *Completed* within one month of the renewal.

Like your initial IDP, you must send the renewal IDP to your mentors for review and obtain approval from all parties (including the Lab/Branch/Office Chief/Director). A renewal IDP is not ready to send to your primary mentor until the status for all projects, deliverables, project-related training, degree(s) (if any), career training and exploration activities, and additional commitments (if any) are updated and each tab's status is  *Complete*.

To renew your IDP

1. Select the link to your IDP in the renewal notification email.
Note: If you updated the status of your IDP before the renewal activation, you can continue to update and complete the IDP and then obtain approval.
2. The eIDP Welcome message displays at the top of the [landing page](#). The Action Due Date, the IDP Completion Date, and the process is similar to the initial IDP
3. To update the IDP, select **Proceed**.

Updating the IDP

Update each section of the IDP until all the required information is complete, and each tab's status is  *Complete*.

- [Review General Information](#)
- [Update Projects & Related Deliverables/Training](#)
- [Update Career Goals & Career Training Activities](#)
- [Review Aligning Expectations](#)

Obtaining Renewal IDP Approval

Once each tab's status of the renewal IDP is  *Complete*, start the IDP's review and approval process.

- [Send the IDP to your primary mentor](#)
- [Respond to an IDP Review](#)
- [Submit the IDP to the Co-primary and/or Additional Mentor, if applicable, for Review](#)
- [Submit the IDP to the Training Director](#)
- [Verify Meeting with Your Primary Mentor](#)
- [Submit to Lab, Branch, or Office Chief/Director](#)

IDP Status

The IDP Status indicates where the IDP is in the review cycle. The following table provides details about each **IDP Status**.

IDP Status	Description
Not Started	The trainee must start the IDP.
Update-in-Progress	The trainee is updating the IDP for the next renewal year, while the existing IDP is in the <i>Completed</i> status. The trainee navigates to the IDP detailed view and sends this IDP to the primary mentor only after a renewal award activation occurs in the NIH Fellowship Payment System (FPS).
Under Trainee's Review	The trainee must take action to move the IDP forward in the review process. The status is assigned for the following events. <ul style="list-style-type: none"> When the trainee completes the IDP the first time, the trainee has four weeks to send the IDP to the primary mentor. When the trainee withdraws the IDP before the primary mentor takes action on the IDP, the trainee has four weeks from the initial IDP email to send the IDP back to the primary mentor. When the primary mentor declines the IDP, the trainee has four weeks from the initial IDP email to send the IDP to another primary mentor. When the primary mentor returns the IDP, the trainee has two days to respond. When the Training Director returns the IDP, the trainee has two days to respond.
Under Primary Mentor's Review	The primary mentor must take action to move the IDP forward in the review process. The status is assigned for the following events. <ul style="list-style-type: none"> When the primary mentor receives the IDP from the trainee for the first time, the mentor has two weeks to return the Mentor's Expectations. After the first review, each time the trainee sends the IDP to the primary mentor, the mentor has two days to respond. When the Training Director returns the IDP to the primary mentor, the mentor has two days to respond.

IDP Status	Description
Under Co-Primary (and/or) Additional Mentor's Review	If the trainee added additional mentors, the mentors have two weeks to provide feedback before the IDP is automatically routed to the Training Director. If the trainee added a co-primary mentor, the mentor has two weeks to provide feedback. Unlike the additional mentor(s), the IDP is NOT automatically routed to the Training Director if the co-primary mentor does taken action on the IDP. Until the co-primary mentor takes action, an additional mentor has the option to take an action even if the two week duration is past.
Under Training Director's Review	The Training Director has one week to review and act on the IDP (Approve, Return to the Primary Mentor, Return to the Trainee).
Under Trainee and Primary Mentor Meeting Verification	After the Training Director approves the IDP, the trainee and primary mentor have one week from the time the IDP was approved by the Training Director to verify the final in-person meeting date and accept the IDP in the eIDP system. The trainee and primary mentor cannot edit the IDP at this time.
Under Trainee's Meeting Verification	The primary mentor verified the final meeting date with the trainee and accepted the IDP, but the trainee did NOT. The trainee has one week from the time the IDP was approved by the Training Director to verify the final meeting date and accept the IDP in the eIDP system.
Under Primary Mentor's Meeting Verification	The trainee verified the final meeting date with the primary mentor and accepted the IDP, but the mentor did NOT. The primary mentor has one week from the time the IDP was approved by the Training Director to verify the final meeting date and accept the IDP in the eIDP system.
Under Lab, Branch, or Office Chief/Director's Review	The Lab, Branch, or Office Chief/Director has one week to review and act on the IDP (Approve or Return to the Training Director).
Completed	All approvers reviewed and approved the IDP. The IDP is no longer editable.

IDP Status	Description
On Hold	<p>The IDP is on hold for one of the following reasons.</p> <ul style="list-style-type: none"> • A primary mentor disagreed with the trainee's co-primary mentor choice during the last round that the IDP can be sent back to the trainee by the primary mentor. <ul style="list-style-type: none"> ○ Once the Training Director reviews and releases the Hold, the IDP is sent to the primary mentor. • The trainee updated the renewal IDP's primary mentor, Lab, Branch, or Office, or Lab, Branch, or Office Chief/Director. <ul style="list-style-type: none"> ○ Once the Training Director reviews and releases the Hold, the primary mentor can review the IDP changes, • A Training Director or Administrative Officer requested a revision to an existing <i>In Progress</i> or <i>Completed</i> IDP in the same award year for a Routine 6-month follow-up or Other. The trainee updated the IDP's primary mentor, Lab, Branch, or Office, or Lab, Branch, or Office Chief/Director. <ul style="list-style-type: none"> ○ Once the Training Director reviews and releases the Hold, the primary mentor can review the IDP changes.
Cancelled	<ul style="list-style-type: none"> • The trainee left NIH and becomes inactive in NED or transfers from NCI to a different Institute/ classification Center (I/C). • The trainee's NED classification changed from Fellow or Employee to another classification. • The Training Director (or designee) cancelled an IDP that was not yet <i>Completed</i>. <p>Note: If your IDP gets cancelled, you can view the details but cannot edit it. The History on the IDP Details page displays the reason for the cancellation.</p>