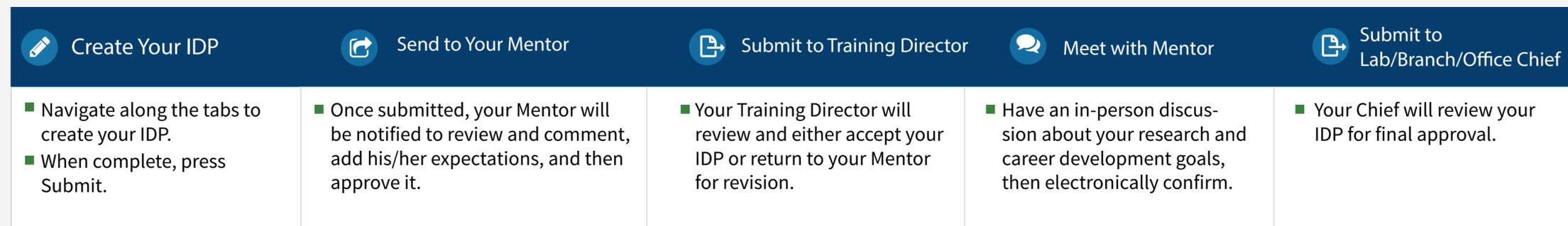


Introduction

- An electronic Individual Development Plan (eIDP) is a tool to help you establish your training and career goals.
- The eIDP system will help you map out your short- and long-term projects and career plans.
- This tool will enable you to identify skills gaps, set goals to address them, and consider how best to utilize your NCI mentors and other resources to be most successful.
- This eIDP system complements, but does not replace, open, respectful, in-person communication between you and your Mentor(s).

How it works

Completing your IDP should take approximately one to two hours. However, the process from initiation to final approval can take several weeks. Thus, the eIDP system will notify you of your timeline to make sure that it is completed in a timely manner.



The IDP is a process that takes place between you and your Mentor. We encourage you to facilitate an open dialogue with your Mentor. This tool does not replace in-person communication with your Mentor.

Preview of eIDP

1 Review and complete your General Information. If any of the information is incorrect, please contact your Administrative Officer.

2 Provide at least one Project and one related deliverable that you wish to complete during the upcoming year.

Reminder for incomplete Deliverables

3 In the same section, you will also provide at least one Training Activity related to your project

4 Next, think about your career and where you see yourself in the next five years. **Section I** provides various options across all sectors for you to consider.

In **Section II**, you will describe any opportunities you wish to participate in to help you achieve your career goals.

5 Lastly, 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.

Recommendations for Completing Your eIDP

- Take your time and think carefully about each section. You may complete it in multiple sessions if needed.
- If you have any questions, please talk to your Mentor or your Training Director prior to the submission of this document.
- Make sure that you save each section, and that there is a green check under each tab.
- If your Mentor has revisions, you have three opportunities to make corrections and approve the document.
- You must mark each comment as read in order to proceed.
- After submission and approval, print and reference this document frequently to help you successfully meet your career goals.

Other Quick Tips

Please refer to this short list to get you started. More Links and Resources are listed throughout the eIDP to help you think about your training and career planning:

- 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>