

GUIDE FOR COMPLETING AN INITIAL ELECTRONIC INDIVIDUAL DEVELOPMENT PLAN (eIDP)

New trainees collaborate with their mentor(s) to complete appropriate information in the following four sections (**mandatory fields indicated in red**):

SECTION I: GENERAL INFORMATION

- Race/ Ethnicity/Gender: *Intended to collect aggregate data and will be used for reporting purposes only.*
- **Current year of Training and Highest Degree Obtained (to date)**: Pre-populated. If incorrect, select from the drop-down list.
- **Primary Mentor's name**: enter data.
- Co-primary (and/or) Additional Mentor(s) name: enter as needed.
- **Lab, Branch or Office**: Select from the drop-down list.
- **Lab, Branch or Office Chief/Director Name**: enter data.

SECTION II: PROJECTS & RELATED DELIVERABLES/TRAINING

PART I: PROJECTS AND RELATED DELIVERABLES: Document **at least one** project, and provide the following:

- **Project Title, Description, and Responsibilities**: enter for each project (if more than 1).
- **Deliverable(s) Planned**: Choose **at least one** of the following deliverables and provide the required details:
 - Publication: **Type**, Date (if known), **Title**, and **Description**.
 - Presentation: **Type**, Date and Location (if known), Meeting/Conference Name (if known), **Title**, and **Description**.
 - Awards/Research Funding: **Type**, Select "Applying for" or "Received", **Date**, Name of Award or Funding Mechanism, Funding Amount, **Title**, and **Description**.
 - Other type of deliverable: Date and Location (if known), **Title**, and **Description**.

PART II: PROJECT-RELATED TRAINING: Choose **at least one** of the following planned activities to complement your projects in the coming year (note: career training belongs in a different section):

- Classes/Courses/Workshops: **Title**, **Description**, Date and Location (if known).
- Interest/Working Group Participation: **Title**, **Description**, Date and Location (if known),
- Other: **Title**, **Description**, Date and Location (if known).

SECTION III: CAREER GOALS & CAREER TRAINING ACTIVITIES

- **Select the career paths do you most want to be pursuing as you think 5 years into the future**: Select all that apply under each career sector (academia, government, industry/for profit, not-for-profit and/or other)
- Describe your career goals.
- Specify any additional degree(s) you are planning to pursue.
- Upload your CV or resume.

- Depending on your career goals and training status, you will need to work on different professional development activities. Please **pick one or more** of the below activities/skills you would like to work on this coming year.
 - Career Exploration and Networking: **Description** Skills/competencies: Choose from the following:
 - Communications: **Type** (Writing or Speaking), **Description**.
 - Leadership and Management: **Type and Description**.
 - Ethics: **Description**.
 - Grant Writing: **Description**.
 - Mentoring: **Type** (Classes/Workshops or Practice Mentoring) and **Description**.
 - Scientific Manuscript Review: **Description**.
 - Mandatory Training: **Description**.
 - Others: **Type and Description**.
 - Job Search: **Description**.
 - Other: **Description**.

SECTION IV: ALIGNING EXPECTATIONS

- **Trainee describes expectations:**
 - of his/her mentor and how mentor can help her/him accomplish career goals.
- **Additional Commitments:**
 - If applicable, the trainee will describe potential time required to complete any project remaining from previous program.

---END OF TRAINEE SECTIONS---

MENTOR EXPECTATIONS:

After the Trainee submits the eIDP to the Primary Mentor, the Primary Mentor will review the trainee filled sections (see above) and fill in the “Mentor Expectation” section (as described below):

- **General Expectations:**
 - Review and select the “**I will strive to...**” and “**I strongly encourage you to...**” entries for the IDP and add more expectations (if needed).
- **Core Expectations:**
 - **Work schedule/leave:**
 - In addition to the [CRTA](#) and [Visiting Fellows](#) leave policies, please comment on your group’s core hours and vacation, sick, and work-from-home policies.
 - **Meeting frequency/time:**
 - Select one-on-one meeting frequency and define your planned meeting time.
 - **Communication Preferences:**
 - Describe preferences for email/phone/scheduled and unscheduled meetings.
 - **Feedback:**
 - Describe your approach to providing feedback on work products and career planning and progression.

- **Attendance/participation at meetings:**
 - Describe expectations/support regarding fellow's attendance at Group/Branch meetings, seminars, etc., professional meetings, and career and professional development courses, workshops and other activities.
- **Responsible conduct of research:** *Trainees are required to complete ethics trainings as described here ([sourcebook](#), [OITE](#) and [NIH Mandatory Training](#)). All of your work records and data are the property of the Federal Government.*
 - Comment on your group's expectations for storage and tracking of work records.
- **Renewal decisions:**
 - Describe your process for renewal decisions.

--END OF PRIMARY MENTOR SECTION---

USEFUL LINKS:

General

- [Career Planning Resources from NPA](#)
- [Example of Projects and Related Deliverables/Training](#)
- [FASEB mentoring plan](#)
- [Resources for NCI Trainees](#)
- [DCEG Training Resources for Fellows and Staff](#)
- [Making the most of your NIH experience](#)
- [Cancer Research Training Award \(CRTA\) Manual](#)

Projects and Related Deliverables/Training

- [Courses for Trainees and Fellows](#)
- [DCEG Courses](#)
- [Making the most of your NIH experience](#)

Career Goals and Career Training Activities

- [Career Planning for Trainees and Fellows](#)
- [OITE Career Services Center](#)
- [Career Planning Resources from NPA](#)

Aligning Expectations

- [Mentoring for Trainees and Fellows](#)
- [NIH Sourcebook-Mentoring and Training](#)
- [Getting the Most Out of Your Mentor](#)

Mentor Expectations

- [Leave policies for CRTA](#)
- [Leave policies for Visiting Fellows](#)
- [NIH Sourcebook-Mentoring and Training](#)
- [Sourcebook](#)
- [OITE](#)
- [NIH Mandatory Training](#)