Electronic Individual Development Plan (eIDP) Frequently Asked Questions (FAQ)

1 Am I required to complete an IDP?

Yes, NCI fellows are required to establish an IDP within 10 weeks of arriving and to renew it annually during your position renewal.

NOTE: All fellows, except those with appointments of less than 6 months or Presidential Management Fellows, need to complete an eIDP. If you are a CCR, DCEG, or DCCPS fellow, you will receive an automated email when it is time to start your electronic IDP (The email is sent two weeks after the new award is activated and immediately after the renewal award is activated). To start an eIDP before an award activation occurs, contact your NCI Training Director or Administrative Officer.

2 Can anyone help me complete my IDP?

Your mentor(s) and Training Director can help you with your IDP. The Training Directors for the NCI Training Organizations who use the eIDP system are listed below.

NCI Training Organization	Training Director
CCR	Jonathan Wiest
DCEG	Jackie Lavigne
DCCPS	Richard Moser
DCP/OD/CPFP	Lisa Signorello
DCTD	Jonathan Wiest
OWPD	Nicole Vennell
CGH	Vidya Vedham

3 When do I need to have my IDP completed?

On the IDP homepage, the **Action Completion Due Date** indicates by when you should complete the next required step of your IDP.

4 My appointment is being renewed, when can I begin my next IDP?

You can start working on your subsequent IDP once the IDP for your current year is finalized. You cannot submit the next IDP until the system invites you to do so which will happen close to your renewal date.

5 I just started, so I don't know what my long-term project is or what my deliverable could be.

The IDP provides guidance for the upcoming year. Work with your mentor to outline projects and deliverables for the coming year. If things change during that time, you can update your renewal IDP accordingly.

6 What qualifies as a "project" for the IDP?

Projects can be anything that you are working on for the upcoming year. Projects can be related to scientific research, web-related design, communication, etc. They will be shaped by the nature of the work you do in your fellowship and the goals of your training.

7 What qualifies as a "deliverable" for the IDP?

Deliverables can be anything that you write, any presentation you might give, whether formal or informal, or even a meeting that you organize. Discuss potential deliverables with your mentor and/or Training Director.

8 What if I'm not sure what I want to do after my training?

The IDP is a living document, intended to help you develop and grow. It gives you the freedom to have a serious conversation with your mentor(s) and develop plans during your training period that enable you to explore various opportunities.

9 Can I work on the IDP using my mobile device?

The eIDP platform is primarily designed to work only on desktop or laptop computers. You might experience accessibility issues when you use mobile devices.