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Biotechnology Training Program

Individual Development Plan (IDP)

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NIH IDP Requirement

Revised Policy: Descriptions on the Use of Individual Development Plans (IDPs) for Graduate Students and Postdoctoral Researchers Required in Annual Progress Reports beginning October 1, 2014

Notice Number: NOT-OD-14-113

Key Dates

Release Date: August 4, 2014

Related Announcements

NOT-OD-13-093

Issued by

National Institutes of Health (NIH)

Purpose

The purpose of this Guide Notice is to revise the policy announced in NOT-OD-13-093, issued on July 23, 2013. NIH annual progress reports received on/after October 1, 2014 must include a section to describe how individual development plans (IDPs) are used to identify and promote the career goals of graduate students and postdoctoral researchers associated with the award.

Background

In June 2012, a Working Group of the Advisory Committee to the NIH Director (ACD) issued a report on the biomedical research workforce (http://acd.od.nih.gov/bwf.htm). The Working Group made recommendations to the ACD about the funding and training of graduate students and postdoctoral researchers in order to attract and retain the best and most diverse scientists, engineers and physicians from around the world. One goal of the Working Group was to better prepare students and postdocs to participate successfully in a broad-based and evolving research and research-related economy. The report included the following recommendation:

To provide some structured training experience for graduate students and postdoctoral researchers, NIH should require individual development plans (IDPs) for all NIH-supported graduate student and postdoctoral researchers, whether on training grants, fellowships, or research project grants. Assessment of implementation of this requirement should be included in the review criteria of training grants.

In response to this recommendation, the NIH will not require but strongly encourages institutions to develop and use IDPs for graduate students and postdoctoral researchers supported by NIH awards, regardless of their position title. IDPs provide a structure for the identification and achievement of career goals. Therefore, NIH encourages grantees to develop institutional policies that employ an IDP for every graduate student and postdoctoral researcher supported by NIH awards. Beginning on October 1, 2014, annual progress reports are required to include a description of whether the institution uses IDPs or not and how they are employed to help manage the training and career development of those individuals.

Goals of IDPs

The IDP helps individuals identify:

- Long-term career options they wish to pursue and the necessary tools to meet these; and
- Short-term needs for improving current performance.

The IDP process aims to:

- Assist in developing long-term goals;
- Assist in developing short-term goals that provide a clear sense of expectations;
- Assist in identifying milestones along the way to achieving specific objectives; and
- Provide a tool for communication between the trainee and faculty mentor.

Graduate Student Perspective

"You need a game plan"

Hobin, J.A., Fuhrmann, C.N., Lindstaedt, B., Clifford, P.S.
Science Career Magazine, September 07, 2012
http://sciencecareers.sciencemag.org/career_magazine/previous_issues/articles/2012_09_07/caredit.a1200100

- IDPs can assist in identifying career goals and aligning training.
  - Degrees in biosciences provide opportunities for diverse careers
  - Important to identify career goals as a graduate student as early as possible
  - Take advantage of training opportunities while someone else is paying for them
  - Doing a postdoc after a doctorate should not be a default path

Benefits of IDPs

- People who develop and implement strategies to pursue career-specific goals
  - achieve greater career success as measured by salary, promotions, and level of responsibility; and

    Ng T. W. H, Eby L. T., Sorensen K. L., and Feldman D. C. (2005). "Predictors of objective and subjective career success: A meta-analysis." *Personnel Psychology*, 58, 367–408.
  - achieve greater career satisfaction and rate themselves as more successful than their peers compared to those without career plans.

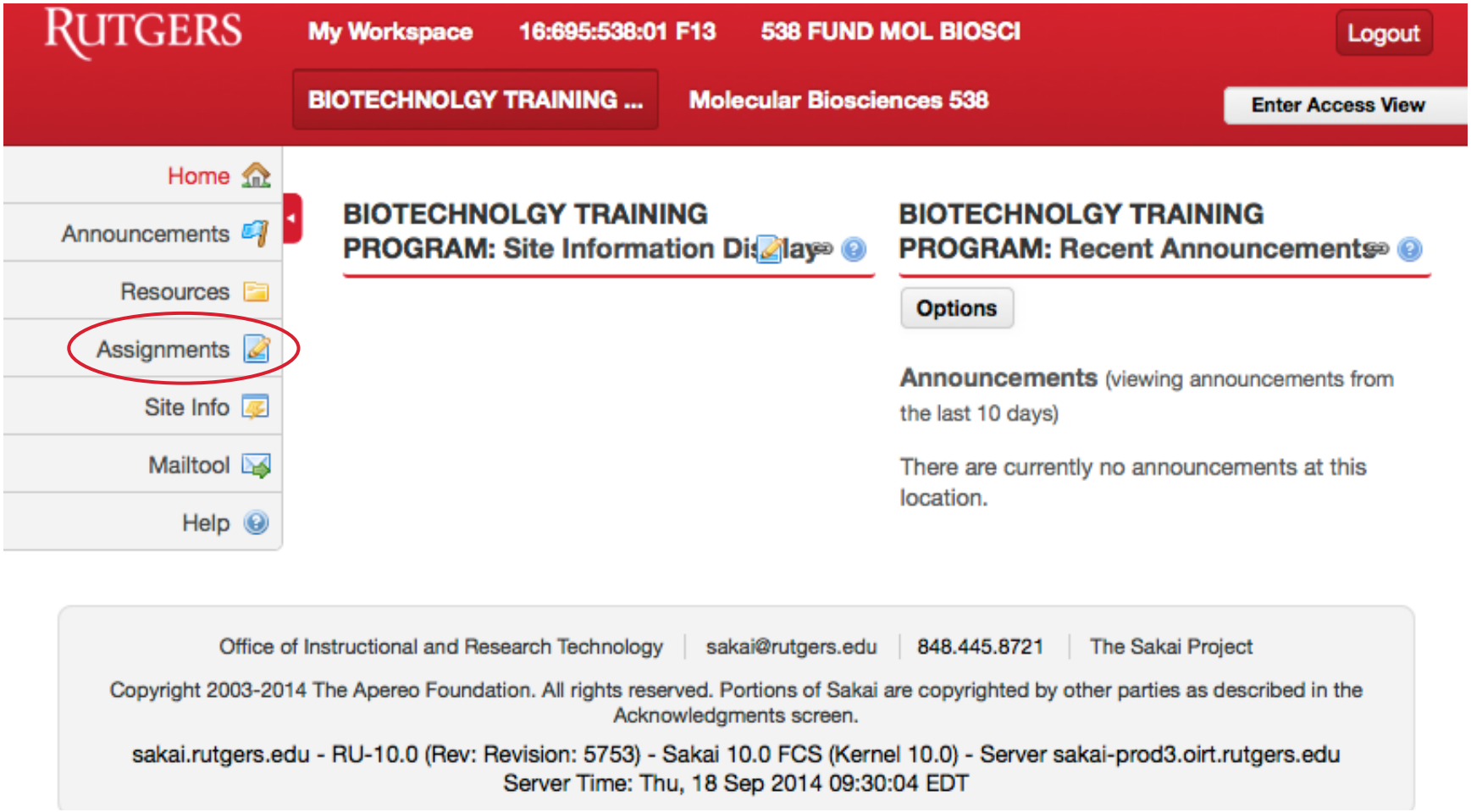
    Abele A. E. and Wiese B. S. (2008). "The nomological network of self-management strategies and career success." *Journal of Occupational and Organizational Psychology*, 81, 733-749.
- Postdocs who developed training plans with their advisers at the start of their appointments
  - reported greater satisfaction;
  - published more papers; and
  - experienced fewer conflicts with those advisers.

    Davis G. (2005). "Doctors without orders." *American Scientist*, 93, supplement 1-13.
    (Sigma Xi Postdoc Survey of 7600 postdocs, funded by the Alfred Sloan Foundation)
    (http://www.sigmaxi.org/docs/default-source/Programs-Documents/Critical-Issues-in-Science/postdoc-survey/highlights)

IDPs Involve Both Trainees and Mentors

step	*. . . for Trainees*	*. . . For Mentors*
1	Conduct a self assessment	Become familiar with available opportunities
2	Survey opportunities with mentor	Discuss opportunities with trainee
3	Write an IDP, share IDP with mentor and revise	Review IDP and help revise
4	Implement the plan Revise the IDP as needed	Establish regular review of progress and help revise the IDP as needed

IDP Assignment will be Posted on Sakai



Biotechnology Program IDP Requirement

- Each fall semester, you should complete the IDP form* and you should update your CV (suggested format provided).
- If you are required to prepare an IDP for another graduate program, you may substitute that version in place of the Biotechnology IDP.
- After completing the IDP and CV, meet with your advisor to discuss your IDP and obtain signatures on the documentation form.
- The IDP form, signed meeting documentation form, and CV should be submitted as pdf files by December 1 through the Assignments section of the Biotechnology Training Program site on Sakai

*Students in their 1st year of graduate school should read the IDP, but are not required to complete it. An updated CV is required for all students.

IDP Recommendations for Individual Years

The Biotechnology Program IDP process is a minimum requirement. Other graduate programs may require additional steps. Those who wish to benefit from a complete IDP experience are encouraged to explore the additional steps such as those required of Rutgers GSBS students.

- Year 1: The Rutgers IDP should be read and the AAAS IDP should be completed: http://myidp.sciencecareers.org/.
- Year 2: At the end of the second year of graduate school, the IDP form should be completed and the student, advisor and IDP committee should meet.
- Year 3: At the end of the third year of graduate school, the AAAS IDP should be revised: http://myidp.sciencecareers.org/.
- Years 4-6: At the end of the advanced years of graduate school, the IDP form should be completed and the student, PI, representative of the graduate school, and a professional from your projected career of interest should meet. Additional meetings are encouraged as desired.

myIDP – A Web Tool for Creating IDPs

1. Self-assessment

Consider your skills, values, and interests

Submit

2. Career exploration

Learn about career options for PhD-level scientists, and compare your skills, interests, and values to each option.

Submit

3. Set goals

Make a concrete plan for how you will improve your skills, build your network, and get the experience you need to prepare for your future career.

Submit

4. Implement plan

Recruit mentors to help with various parts of your plan.

Your own IDP



myIDP at Science Careers Website

http://myidp.sciencecareers.org/

my IDP INDIVIDUAL DEVELOPMENT PLAN
Science Careers

LOG OFF | CONTACT US | MY ACCOUNT | ABOUT myIDP | ABOUT *Science* Careers

AAAS



You have put a lot of time and effort into pursuing your PhD degree. Now it's time to focus on how to leverage your expertise into a satisfying and productive career. An individual development plan (IDP) helps you explore career possibilities and set goals to follow the career path that fits you best.

myIDP provides:

- Exercises to help you examine your skills, interests, and values
- A list of 20 scientific career paths with a prediction of which ones best fit your skills and interests
- A tool for setting strategic goals for the coming year, with optional reminders to keep you on track
- Articles and resources to guide you through the process

There is no charge to use this site and we encourage you to return as often as you wish. To learn more about the value of IDPs for scientists, read the first article in our myIDP series.

Click below to get started.

First Time Here? Returning User

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Career Resources at the GSBS-RWJMS Website

http://rwjms.rutgers.edu/gsbs/student_affairs/career.html

Skills Courses, Resources and Workshops:

- Scientific Writing Course
- Innovation and Entrepreneurship for Science and Technology
- Grant Writing: Advanced Topics in Microbiology and Molecular Genetics
- Statistics Classes
- Training in Mentorship Program
- Communication Courses *(CV Writing, Networking, Job Hunting, Effective Teaching, Managing Conflict)*
- Project AGER – NSF *(Advancing Graduate Education at Rutgers)*
- Cognitive Skills RWJMS *(Time Management, Organizational Skills, Test Taking)*
- Peer Tutoring
- GradFund for Graduate Student External Support
- Rutgers Academy for Scholarship and Learning (RASTL)
- Teaching Assistant Project (TAP)
- BIO Links Program
- Rutgers Pre-doc Leadership Development Institute (PLDI)
- Rutgers Career Services
- Internships at the Technology Transfer Office

Acknowledgments

Rutgers

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my IDP INDIVIDUAL DEVELOPMENT PLAN Science Careers

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Progress Report Schedule

- **October 1**: submit **list of publications with PMCID's** to Mary Ellen (explain any pubs without PMCID's)
- **October 5:** submit **progress report research paragraph** to advisor and lab members for comment
- **October 12:** submit edited research paragraph along with the **annual progress report form** to Mary Ellen for review by Maish and Ann
- **October 19:** Edited progress reports returned to students
- **October 30:** Final progress reports due to Mary Ellen
- **(November 15:** NIH progress report due)
- **December 1:** IDP due
- **January, February:** Annual review meetings with Maish and Ann