

Individualized Development Plan for DE-INBRE Pilot Project Award Application

(required for new/early stage investigators)

Individual Development Plans (IDPs) provide a planning process that identifies both professional development needs and career objectives. Furthermore, IDPs can serve as tools to help facilitate communication between mentees and their mentors.

Goals

An IDP can be one component of a broader mentoring program and can help mentees identify:

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

Outline of the IDP Process

The development, implementation and revision of the IDP require a series of steps to be conducted by the mentee, and then discussed with their mentor. These steps are an interactive effort, and ideally both the mentee and their mentor will fully participate in the process.

Steps to Creating an IDP

Step 1: Assess your strengths as an independent investigator and the skills you need to gain to be successful long term in areas ranging from scientific knowledge, research methodology, and supervision of lab staff/students. Review this list with your mentor and discuss strategies on how to gain missing skills (could include collaborations, courses, regular mentoring etc.).

Step 2: Develop an IDP by stating your career goals and developing a plan of activities that you will undertake to move towards these goals.

Step 3: Implementing your IDP: Meet and discuss the steps outlined in the IDP with your mentor, implement these plans and periodically review progress with your mentor.

STEP 1: SKILLS ASSESSMENT

Your IDP is a changing document since needs and goals will almost certainly evolve over time. However, articulating your needs and goals is the first step to planning how best to reach your career goals. A well designed IDP will provide you with a roadmap that allows you to build upon your current strengths and skills while productively addressing areas where you need further development.

The specific objectives of an IDP are to:

- Create an outline that will help you achieve your long-term career goals.
- Establish target dates for the completion of various training or skills improvement opportunities.
- Set goals and sub-goals for the next year, including a discussion of how you will spend your time.

STEP 2: DEVELOPING AN IDP for 2024-2025

2A. What is your current title and rank at your institution? _____

2B. Career & Professional Goals

- i. What are your **long-term (3-8 years) career and professional goals?**
- ii. What are your **professional goals for the upcoming year?**
- iii. What were the **main goals for the past year?**
- iv. Which of the **above goals did you meet? If you did not meet a goal, why?**

2C. Time Management

By your best estimate, how did you allocate your time during the past year?

% of time spent on teaching, training or mentoring others _____

% of time spent on research and/or creative work _____

% of time spent on patient care _____

% of time spent on administration and other duties _____

Total % of time _____

How, if at all, will you change this time distribution in the coming year?

2D. Developing Research/Scholarly Skills *(What further research-related skills do you need to acquire to be successful in this step of your career and in the next step? What will you do during the next year to improve in this area?)*

2E. Developing Teaching Skills *(What further teaching skills do you need to acquire to be successful in this step of your career and in the next step? What will you do during the next year to improve in this area?)*

2F. Developing Professional Skills *(What further development do you need in the areas of*

grant writing, oral presentation of your work, manuscript writing, mentoring, or being a better mentee? What will you do during the next year to improve in these areas?)

2G. Developing Leadership and Management Skills *(What further development do you need in the areas of leadership, budgeting, time management, project management and organization? What will you do during the next year to improve in these areas?)*

2H. Final Goal Setting and Prioritizing *(Which top three goals will you prioritize for the coming year? Create a timeline for fulfilling these goals.)*

STEP 3: Advice for Implementing your IDP

Don't forget to put your plan into action. File it someplace easy to find and read it over regularly to check your progress. Remember that each major professional goal that you write for the upcoming year should be broken down into smaller, accomplishable sub-goals, steps, objectives, or "deliverables", with specific dates for completion for each of those sub-goals. These smaller sub-goals should ultimately lead to accomplishment of the final goal.

For example: **Major goal:** Submit a paper for publication. Completion date - March

Sub-goal #1: Complete data analysis, figures and outline. Completion date - previous October

Sub-goal #2: Complete the Introduction section. Completion date - previous November

Sub-goal #3: Complete the Discussion section. Completion date - previous December

Revise and modify the plan as necessary. The plan is not cast in stone; it will need to be modified as circumstances and goals change. The challenge of implementation is to remain flexible and open to change. Plan to meet frequently with your mentor to review and discuss your IDP. Revise your IDP on the basis of these discussions.

Confirming Completion of IDP

We have completed our initial discussion of the PI's career and professional goals and development plan.

PI's Name:	Signature:	Date:
Primary Mentor's Name:	Signature:	Date:
Other Mentor's Name(s):	Signature:	Date