Individual Development Plan for Postdoctoral Fellows

Individual development plans (IDPs) provide a planning process and structure that identifies both professional needs and career objectives for the individual fellow. Furthermore, IDPs serve as a communication tool between fellows and their mentors. An IDP can be considered one component of a broader mentoring program.

Goals of the IDP: Help the fellow identify long-term career options and the necessary tools to meet these and short-term needs for improving current performance.

Outline of the process: The development, implementation, and revision of the IDP require a series of steps to be conducted by the fellow and mentors. These steps are an interactive effort requiring all to participate fully in the process.

Basic Steps

… for the fellow	…for Mentors/PIs
Step 1: Conduct a self-assessment; look at your skills and interests and identify areas where you want to improve, gain more knowledge or strengthen skills.	Become familiar with available opportunities for the fellow.
Step 2: Discuss self-assessment, goals, and opportunities with mentors based on a draft IDP. Revise your IDP and share with mentors and PIs and make further revisions if needed.	Discuss self-assessment and provide feedback; consider goals. Provide feedback.
Step 3: Implement the IDP. Revise as needed and update for progress reports.	Provide feedback and tailored opportunities and establish regular review of progress and help revise the IDP as needed.

Name   **Date of this update: YYYY Mon DD**

Milestone	Planned	Achieved
	YYYY Mon DD	YYYY Mon DD
Start fellowship		
Submit initial individual development plan		
Submit all dissertation manuscripts*		
Publish all dissertation manuscripts*		
Begin postdoc research		
Publish postdoc research		
Develop grant proposal (excluding loan repayment)		
Secure faculty/other research position		
Complete fellowship		

NB: when changing dates, strike through old dates and add new dates
* Note, progress toward this milestone goes on papers table until acceptance and CV when fully "in progress."

I. Background and career goals

Career goals:

Current research interests:

Developmental research interests:

Overall goals for the Fellowship:

II. Mentors [indicate role(s) for each]

Year 1:

Year 2:

Year 3: (if needed)

Curriculum Table

Use the date column to indicate when the activity has been or is expected to be completed. Activities and objectives should have some obvious correspondence – though not necessarily one-to-one. The curriculum blocks are broad categories of activity, and they are not sequential: You may be getting experience for each block in the same time period.

Curriculum blocks	Objectives	Activities (courses, seminars, meetings, publications, proposals etc.)	Date
Block 1 **Cancer Prevention & Control** – e.g., basic genetics, cancer epidemiology, MD Anderson and other seminars in cancer control			
Block 2 **Intervention Development & Evaluation** – e.g. epidemiology and needs assessment for problem definition; systematic review and theory for method selection; intervention mapping for intervention development; implementation and dissemination science, and advanced program evaluation			

Curriculum blocks	Objectives	Activities (courses, seminars, meetings, publications, proposals etc.)	Date
Block 3 Data Analysis, Research Design and Measurement – e.g., advanced statistics, big data, and qualitative coursework; data analysis experience, measure development/validation, qualitative analysis			
Block 4 Publication and Presentations – i.e., submission and publication of dissertation papers; identification of 1st and co-authorships and author responsibilities, timelines, reporting guidelines, etc. (see papers table); plan for submission of abstracts for presentation at national meetings; reviews of manuscripts and resubmissions (pre-postdoctoral seminar)			

Curriculum blocks	Objectives	Activities (courses, seminars, meetings, publications, proposals etc.)	Date
Block 5 Research Grant Development and Management Practice - e.g., articulation of research questions and study aims, IRB submission, participant recruitment, selection/ justification of measures, data collection, data management, data analysis, management of team publication activities; reviews of proposals (pre-postdoctoral seminar); grants development course			
Block 6 Proposal Development – e.g., objectives and activities related to narrowing cancer focus and writing a grant proposal (R03, K99, K01)			

Curriculum blocks	Objectives	Activities (courses, seminars, meetings, publications, proposals etc.)	Date
Block 7 Responsible Conduct of Research – e.g., CITI training, other activities related to the NIH priorities, including protecting the rigor and transparency of research			
Block 8 Other Career Development **1. Meetings, presentations – completed, planned** **2. Teaching experience** **3. Job applications**			