

Individual Development Plan UVA SOM

GOAL: The goal of the UVA SOM Individual Development Plan (IDP) is to provide a platform upon which trainees (1) can explore and define career goals, (2) work with the mentor and/or advisor(s) to develop an individual training plan that meets the requirements of the training program while supporting progress towards the trainee's career goals; and (3) track progress in the training program.

TRAINEE: The SOM IDP is required of every BIMS student and NIH- (training grant or other NIH extramural funds) supported postdoctoral fellow, and strongly encouraged for all other postdoctoral fellows.

ELEMENTS OF THE UVA SOM IDP:

1. **myIDP (<http://myidp.sciencecareers.org>) - trainee:**

This web-based platform has been developed to help trainees “explore career possibilities and set goals to follow the career path that fits [them] best.” Trainees should set up an account and work independently to ***complete myIDP***. The ***summary sheet*** from the myIDP website should be printed and used as a platform for ***discussion with the mentor and/or one or more advisors***.

**This meeting should take place no later than October 31 of every year in the program.

2. **Annual Performance Evaluation and Goals - trainee and mentor:**

This evaluation should be completed independently by both the trainee (***self evaluation***) and the mentor (***mentor evaluation***), after which the trainee and mentor will meet to discuss their respective evaluations.

**This meeting should take place no later than October 31 of every year in the program.

3. **Milestones Showing Progress Toward the Degree - Thesis Advisory Committee/ DGS and student (for students only):**

Each program will evaluate student progress through thesis advisory committee meetings and other program-specific platforms. These will begin in the second year, generally with the advancement to candidacy exam, and will take place a minimum of once per year thereafter. Progress and programmatic milestones will be tracked using program-specific forms, which will be maintained in the student's permanent folder.

DOCUMENTATION OF COMPLIANCE:

An IDP certification form should be completed by the trainee with the appropriate signatures and submitted to the BIMS or departmental administrator **no later than October 31 of each year in the program**. Training Grant administrators may also require copies of the certificate.

ANNUAL PERFORMANCE EVALUATION AND GOALS

Questions 1-4 to be filled out separately by the trainee and the mentor.

Questions 5-10 to be filled out by the trainee.

(Answer in the space below and continue on a separate sheet if necessary)

1. How do you feel your project is progressing? What new data have you generated in the last year and how do they advance your project or lead you in new directions?

2. How would you rate the quality of your performance and why?

3. How would you rate your productivity? Do you consider yourself to be on target for completion of your degree?

4. What experiments are needed for you to complete a publication? Are there obstacles to completing these experiments?

5. What would you consider to be your most significant growth area in the past year? Are there factors that are impeding your progress, and if so, what can be done to address those problems? (**TRAINEE ONLY**)

6. When do you expect to complete your PhD? What do you feel you have left to accomplish to meet that goal? (**TRAINEE ONLY**)

7. What, if any, fellowships are you applying to? (**TRAINEE ONLY**)

8. What activities outside of the lab are you pursuing to boost your skills and/or career options? (**TRAINEE ONLY**)

9. What are your long-term professional goals? Do you feel that your current IDP and training activities are optimized to achieve these goals? If not, what needs to be improved or changed? (**TRAINEE ONLY**)

10. How are you going about developing connections with individuals who can help you develop your professional skills and marketability? Can you identify individuals who can help you better establish these connections? (**TRAINEE ONLY**)

ANNUAL PERFORMANCE EVALUATION AND GOALS (Continued)
(to be filled out by trainee and mentor)

Use this worksheet to assess and identify skills that you would like to target in the coming year. Ask your advisor to fill out the same form and then meet to discuss your respective responses. An honest self-assessment and discussion will help you set your training goals.

	Mark your perceived current performance level			Target for this yr
	Weak 1	2	Strong 3	
RESEARCH SKILLS AND SCIENTIFIC THINKING				
Broad-based knowledge of science	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Critical reading of scientific literature	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Experimental design	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Statistical analysis and interpretation of data	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Creativity and innovative thinking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Time management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Overall research productivity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
COMMUNICATIONS				
Scientific writing (grant proposal or publication)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Grammar and sentence structure	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Speaking to an audience	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Communicating one-on-one	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Upholding commitments and deadlines	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
English fluency	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Working with constructive criticism	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Identifying and seeking advice	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>

INDIVIDUAL DEVELOPMENT PLAN CERTIFICATION

“NIH ...strongly encourages institutions to develop and use IDPs for graduate students and postdoctoral researchers supported by NIH awards, regardless of their position title” (NOT-OD-14-113).

The UVA SOM IDP has the following components:

1. **myIDP** (<http://myidp.sciencecareers.org>) - the trainee should complete the web-based myIDP, print out the summary sheet, and discuss the results with a mentor and/or one or more advisors.
2. **Annual Performance Evaluation and Goals** - trainee and mentor independently fill out a performance evaluation and then meet to discuss.
3. Documentation of adequate **progress toward the PhD** (students only) - this will take place through annual (or more frequent) thesis advisory committee meetings and/or meetings with the Director of Graduate Studies (DGS).

This certification is designed to document completion of the first two components; the third component will be completed by the thesis advisory committee and/or DGS and retained in the student's permanent folder.

Please execute the following:

1. Complete an IDP on the myIDP site (<http://myidp.sciencecareers.org>), print out the summary sheet, and discuss the results with your mentor and/or one of more advisors. For the purposes of the IDP, an advisor might be your research mentor, a training grant PI, a DGS, an Assistant/Associate Dean, or another faculty member. Have the advisor(s) sign below.

a. Advisor #1: Date:

b. Advisor #2: Date:

c. Advisor #3: Date:

2. Complete the “Annual Performance Evaluation and Goals,” remind your mentor to do the same, and meet to discuss your respective assessments. Student and mentor should sign below.

a. Student: Date:

b. Mentor: Date:

Print/Type Name: Date:

Signature: Date:

Submit this certification to your BIMS (students) or departmental (postdocs) administrator no later than October 31 of each year. Completion of this form is a requirement for all students to remain in good standing.