

Individual Development Plan (IDP) (page limit: 4 pages – all blue text may be deleted)

Introduction to IDP and Establishing Shared Mentoring Expectations.

From “You Need a Game Plan”, *Science*, 2012 (10.1126/science.caredit.a1200100)

Research has found that people who develop and implement strategies to pursue career-specific goals achieve greater career success as measured by salary, promotions, and level of responsibility.¹ They also report greater career satisfaction and rate themselves as more successful than their peers compared to those without career plans.² A nationwide study of 7600 postdoctoral researchers found that 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.³

TRDRP requires **you and your mentor to complete an IDP and submit it with your progress report each year**. The information provided is meant to guide mentorship and trainee development and should serve as guidelines for structured interactions while allowing for flexibility, since needs often change in mentor-mentee relationships.

This IDP template was adapted from those used by Purdue University, Brown University, Duke University, the University of California, Davis, and Vanderbilt University.

NOTE: this template is fillable. Boxes are static; only text that is visible in the boxes will be captured. Use the “print to PDF” function when saving your final version. TRDRP recommends previewing the PDFs prior to submission.

Important: All application materials must be uploaded in formats accessible to individuals with disabilities, including those using assistive technologies. Please ensure all submitted application materials comply with document-relevant Web Content Accessibility Guidelines (WCAG) 2.1 Level AA standards. ***In order to retain accessibility features, do not use Print-to-PDF to convert your document to PDF. Use “Save As PDF,” “Create PDF,” or “Export to PDF,” depending on the application you are using. In addition to software-specific accessibility checks, a manual review is strongly recommended.***

¹ 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.

² 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.

³ Davis G. (2005). "Doctors Without Orders." *American Scientist*, 93 (3), supplement 1-13.

Individual Development Plan (NOTE: only text that fits in the boxes will be captured)

Part 1. Trainee and Mentor Information

Award Type: predoctoral / postdoctoral (choose one)

Name of Trainee: _____

Department or Program: _____

Year in training at the institution: _____

Primary Mentor Name: _____

Part 2. Goals

2.1. Research Progress

1. What is the major focus/goal(s) of your research project/dissertation?

2. For Predocs: List your dissertation committee members.

3. For Postdocs: List the members of your mentoring team.

Predocctoral Only

4. Have you completed your course work? Yes / No (choose one)

- a. If not, what are your remaining courses and a timeline for completion?

5. Have you advanced to PhD Candidacy? Yes / No (choose one)

- a. If yes, what date did you advance to candidacy? _____

If not, what is your target date and how will you prepare?

6. Final Dissertation Defense (check one): Planned Completed

a. Date completed or target date: What steps are needed to defend your dissertation?

2.2. Short-Term Goals (all trainees)

1. In the upcoming year what research products do you plan to submit? (Research products include peer-reviewed publications, presentations, health assessments, agency reports, and/or other gray literature)

2. In the upcoming year what meetings, conferences, and workshops do you plan to attend? What are the deadlines for abstracts? What awards or travel funds are available that you could apply for to assist with your travel?

3. In the upcoming year which career or professional training activities do you plan to participate in?

4. In the upcoming year, how will you grow your knowledge about the intersection of tobacco control with your research topic (e.g., attend a specific seminar, read and discuss a specific publication, attend a TEROC meeting)

5. In the upcoming year, what concrete steps will you take to engage with community members outside of academia (e.g., tobacco control practitioners, members of tobacco priority populations)?

6. What is the next step in your career path (postdoctoral training, research job, internship, etc.)?
What is your timeline for searching for your next position?

7. How can your mentor assist you in achieving your short-term goals?

2.3. Long-Term Goals

1. What is your long-term career goal?

2. What training is required to assist you in preparing for this long-term career goal?

3. How will your short-term goals (section 2.2) assist you in achieving this long-term career goal?

4. How can your mentor assist you in achieving your long-term goals (including identifying sources of funding)?

Verification of Completion
Annual Individual Development Plan

Primary Mentor Printed Name

Trainee Printed Name

Primary Mentor Signature

Trainee Signature

Date

Date