

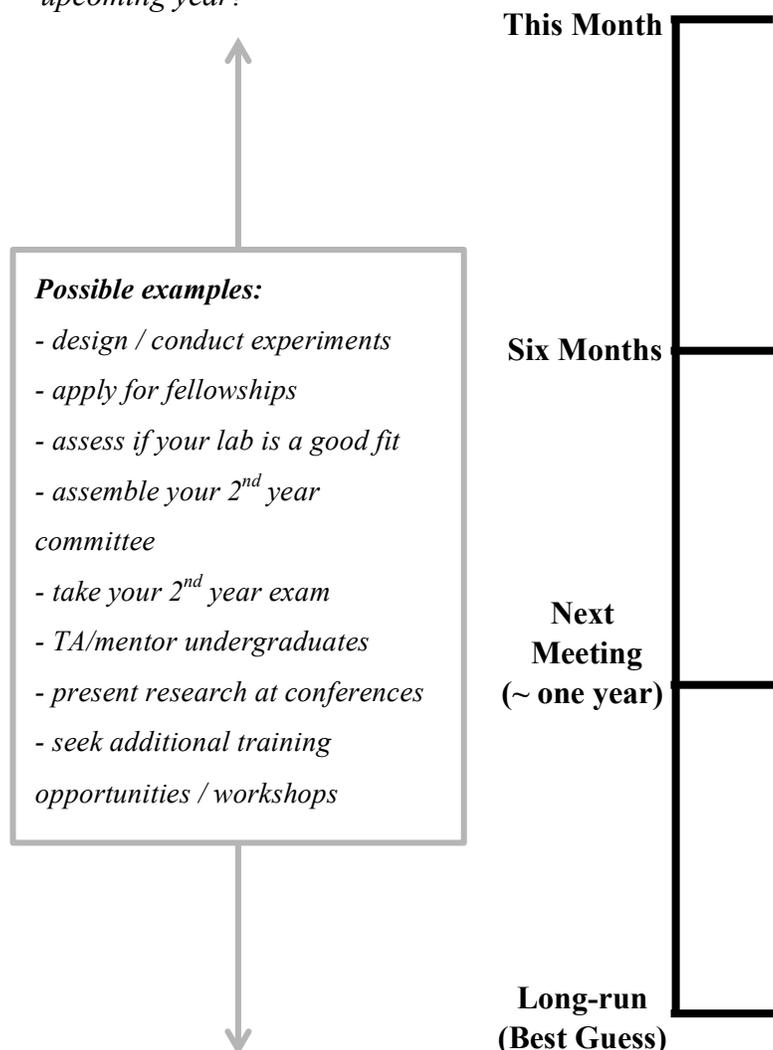
Name: \_\_\_\_\_

Date: \_\_\_\_\_

## YEAR 2 INDIVIDUAL DEVELOPMENT PLAN

You can use this individual development plan as a tool to help you set goals, track your progress in graduate school, and engage in meaningful conversation with your PI. It also serves as a personal record of your accomplishment that you and your PI can leverage when applying for funding or jobs. We encourage you to thoughtfully fill out this form and set a time to meet and discuss the form with your advisor.

1. Summarize (briefly) your research progress since the last update meeting. Include any publications, presentations, and seminars. Also list any honors, awards, and/or notable benchmarks you have achieved.
2. Use the relevant sections of the timeline below to describe your goals and to outline how you will achieve them. Have your goals or plans changed since the last update? *Do you know how you will be funded in the upcoming year?*



3. How satisfied are you with your progress toward your goals (finding/completing projects, preparing for your second year exam, presenting your work etc...)? Are there any areas where you are unsatisfied? Do you feel you are a good fit with your current research group and PI?
  
4. What obstacles do you believe you might encounter while pursuing your goals (e.g. insufficient training, time constraints, outside responsibilities, and/or possible health issues)?
  
5. Describe any professional opportunities (such as technical learning, teaching or mentoring experience, or participation in courses, workshops, or training programs) that you think will benefit you in the next year.
  
6. Are there any other topics regarding graduate school or career development that you would like to discuss with your PI?
  
7. Describe any scheduling constraints and/or upcoming deadlines that your advisor should know about (e.g. travel and letters of recommendation for fellowship applications, scheduling your second year exam).

## MESSAGE TO ADVISORS:

*Individual Development Plans (like this mentor toolkit) present an opportunity for maximum funding with minimum time commitment.*

## FUNDING:

As of October 1, 2014, **NIH** policy encourages all institutions (and PIs) to submit Individual Development Plans (IDPs) for all Ph.D. candidates and postdocs. This policy applies broadly to all NIH funding, including support to graduate students through training grants (see: <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-13-093.html>). Similarly, the **NSF** requires mentoring plans for all postdoctoral fellows.

Many institutions have interpreted this NIH policy as a requirement. Stanford requires all Biosciences grad students and their PIs to document that they have discussed IDP forms annually. Stanford recognizes that failure of PIs to participate in the IDP process **endangers NIH funding** for the institution as a whole, whether that funding is via direct grants to PIs or via training grants for students.

Stanford's policy can be found here: <http://biosciences.stanford.edu/current/idp/>

## TIME:

Most PIs already hold regular mentoring conversations with their grad students. This mentor toolkit is an easy way to document annual conversations, reducing the administrative burden on the PI. Moreover, a mentoring conversation is an opportunity to set clear expectations and to quickly clear up issues that might otherwise require a major investment of time to resolve in the future.

## RESOURCES:

Stanford has compiled answers to commonly asked questions about the IDP process at <http://biosciences.stanford.edu/current/idp/faqsforfaculty.html>.

This mentor toolkit is based on MIT's Postdoctoral "Annual Development Review" form, which can be found at <http://web.mit.edu/mitpostdocs/toolkit/>

## INDIVIDUAL DEVELOPMENT PLAN (ADVISOR):

Possible points to discuss:

- Are your advisee's proposed goals and timeline realistic?
  - Is your advisee progressing towards these goals at a sufficient rate?
  - What strategies do you recommend your advisee use to reach these goals?
- What are your expectations of your advisee for this next year?
  - Commitment of time/effort?
  - Scheduling?
  - Benchmarks of progress?
- Describe any professional opportunities that you think will benefit your advisee within the next year.
  - Technical learning
  - Teaching/mentoring
  - Participation in courses
- What resources or people do you suggest your advisee contact?
  - Organizations
  - Campus services
  - Collaborators
- Describe any other graduate school or career development topics you would like to discuss with your advisee regarding attainment of long-term goals.
- Describe any scheduling constraints and/or upcoming deadlines that your advisee should know about.
  - Travel
  - Deadlines for fellowships, proposals, and abstracts

What is the date of your next meeting?

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Date of next meeting

*Advisee keeps original document and delivers a copy to the advisor.*