

Individual Development Plan for Postdocs at LSUHS

For the academic period from July 1, 20__ – June 30, 20__

The Individual Development Plan (IDP) provides a planning process that identifies annual academic and scientific progress, professional development needs, and career objectives for trainees, including postdoctoral fellows. The IDP serves as a communication tool between the postdoctoral fellow and his or her mentor (PI). Each postdoctoral trainee should complete and submit an IDP within one year of his or her start date. The IDP should be completed and discussed with the mentor annually thereafter.

Part A: Information

Name:

Department:

Date postdoctoral training started:

Mentor:

Part B: Research Project(s)

Briefly describe the aim of your current research project:

Part C: Annual Progress Report

Part C1: Research. *Do not include publications or presentations here.*

Briefly describe major research accomplishments this year:

Part C2: Publications. *Include full bibliographic information including all authors, title of article, journal or book, editors and publishers of book, as well as volume and page numbers and publication year.*

List publications published or in press in the last year.

List publications submitted during the last year.

Part C3: Meeting and Conference Presentations. *Include all authors, title of presentation, meeting name, meeting location, meeting date, and whether it was an oral or poster presentation.*

List abstracts presented at regional meetings during the last year.

List abstracts presented at national meetings during the last year.

List abstracts presented at international meetings during the last year.

List other seminars and presentations during the last year. Include Departmental Seminars, other LSUHS Presentations, etc.

List any fellowships or funding applications applied for this year:

Part C4: Additional Information

List all intramural grant applications submitted during the last year and note if they were funded.

List all extramural grant applications submitted during the last year and note if they were funded.

List additional honors and awards received during the last year.

List any teaching activities or classroom lectures presented this year. Include teaching of graduate students, undergraduate students, etc. in the laboratory:

List any service activities or other accomplishments this year in other aspects of career development (e.g., committees, course work, etc.).

Departmental:

University:

Regional or National:

Community:

List any new techniques or expertise acquired this year.

Are you satisfied with your research progress in the past year? Why or why not?

Are you satisfied with other aspects of your career development in the past year? Why or why not?

Part D: Plans for Up-Coming Year

Apply the “SMART” principles when filling out this section (Specific; Measurable; Action-oriented; Realistic; Time-bound (deadline)).

Briefly describe your research project goals for the upcoming year:

What are your plans for improving your scientific writing skills and your oral presentation skills in the up-coming year?

What research techniques do you anticipate learning in the upcoming year?

What publications do you anticipate submitting in the upcoming year (indicate projected titles)?

What meetings and/or workshops do you anticipate attending in the upcoming year?

What fellowships or other stipend support to you plan to apply for in the up-coming year?

Is there any other professional training you plan to complete in the upcoming year (e.g., teaching, course work, etc.)?

How can your mentor help you achieve your goals for the upcoming year? What specific plans would you like your mentor to implement?

Part E: Career Goals

Apply the “SMART” principles when filling out this section (Specific; Measurable; Action-oriented; Realistic; Time-bound (deadline)).

What are your short-term career goals? What is your plan and timeline for achieving them?

What are your long-term career goals? What is your plan and timeline for achieving them?

What skills can you acquire to improve your chances of obtaining and succeeding in the career you plan to enter?

In reference to your career goals, what resources can your PI provide or help you find?

What further research activity or other training is needed before it is appropriate to start a job search?

When will you begin a job search? If you do not know, estimate.

Part F: Mentor Summary

Part G: Signatures

Trainee

Date

Mentor

Date

A copy of this IDP should be signed and retained by both the trainee and the mentor.

The IDP should be completed and discussed on an annual basis.

For additional tools and resources, please visit: <https://myidp.sciencecareers.org/>.

NOTE: For ANY NIH grant funding that is supporting the salary for this Postdoc, NIH progress reports using the **Research Performance Progress Report (RPPR)** must include a report on the use of IDPs in Section B. Accomplishments, Question B.4. Actual IDPs should not be included. Instead, grantees will report on whether they use IDPs for all the graduate students and postdoctoral researchers included in Section D. list of Participants. The RPPR will include a brief description of how and whether IDPs are used to help manage the career development of students and postdocs associated with that award.