



# NEW YORK MEDICAL COLLEGE

A MEMBER OF THE Touro College and University System

## Graduate School of Basic Medical Sciences

### **POLICY: INDIVIDUAL DEVELOPMENT PLAN (IDP)**

In recent years, it has become evident that productive research and positive career outcomes depend on effective mentoring and clear communication between research advisors and their graduate students and postdoctoral trainees. The individual development plan (IDP) is a tool to help assess the needs and goals of students and postdocs. The IDP analyzes the background and interests of trainees, and describes short- and long-term career objectives, and identifies professional development activities needed to reach them. Funding agencies strongly encourage the use of the IDP. Importantly, the NIH requires description of the IDP use in Annual Progress Reports beginning October 1, 2014 (<https://grants.nih.gov/grants/guide/notice-files/not-od-14-113.html>).

The IDP template found below is to be used by members of the NYMC research community. This IDP has been reviewed by the graduate program directors, the Graduate Faculty Council, the General Counsel, the Office of Research Administration, and the NYMC Chancellor/CEO. As IDP is a dynamic process, and to facilitate its utility for grant progress reports, we recommend that mentors and their research trainees (graduate students and postdocs) create a first document within 3 months of joining the lab, and annually on the anniversary of joining the lab.

**NEW YORK MEDICAL COLLEGE  
GRADUATE SCHOOL OF BASIC MEDICAL SCIENCES  
INDIVIDUAL DEVELOPMENT PLAN (IDP)**

NAME:

DEPARTMENT:

DATE OF APPOINTMENT: [Click here to enter a date.](#)

EMPLOYMENT CLASSIFICATION: [Choose One.](#)

YEAR: [Choose a year, or type here for other.](#)

DATE OF PLAN: [Click here to enter a date.](#)

**Is this an initial IDP or continuation? (please check one)**

Initial

Continuation (date of initial IDP: \_\_\_\_\_)

**If this is a continuation IDP, please attach a document (1) summarizing your progress toward goals stated in the initial IDP, and, if applicable, (2) describing ways in which your goals may have changed since the initial plan.**

---

### 1. Career Goal

A Pre- / Postdoctoral Independent Development Plan (IDP) is a professional tool which outlines long-term and short-term objectives that you and your mentor/supervisor have identified as important steps in your training and professional development. A comprehensive review of your career goals and objectives at the beginning of your pre- / postdoctoral experience as well as ongoing constructive feedback from your mentor/supervisor will increase the probability of your achieving your individual career goals.

Please indicate **one or more** of your individual career goals:

	Please Specify (where applicable):
Academic	<a href="#">Click here to enter text.</a>
Public Sector/ Government	<a href="#">Click here to enter text.</a>
Private Sector/ Industry	<a href="#">Click here to enter text.</a>
Other	<a href="#">Click here to enter text.</a>

---

### Primary Mentor

Name	<a href="#">Click here to enter text.</a>	Title	<a href="#">Click here to enter text.</a>
School	<a href="#">Click here to enter text.</a>	Department	<a href="#">Click here to enter text.</a>
Division	<a href="#">Click here to enter text.</a>		

Provide role for this mentor: (How will your primary mentor help you reach your career goals?)  
[Click here to enter text.](#)

Describe your strategy for communicating with the mentor: Indicate the proposed frequency of contact (weekly, monthly), method (in-person, email, phone) and the format of mentoring sessions (individual or with other mentors).

[Click here to enter text.](#)

---

**Team Mentor\***    NYMC    Other Academic    Other Non-Academic

Name                                      [Click here to enter text.](#)  
Title                                        [Click here to enter text.](#)  
University or Organization        [Click here to enter text.](#)  
School                                      [Click here to enter text.](#)  
Department                            [Click here to enter text.](#)  
Division                                  [Click here to enter text.](#)

Provide role/rationale for selecting this mentor: Provide rationale for selecting this mentor and how this individual will help you reach your career goals.

[Click here to enter text.](#)

Describe your strategy for communicating with the mentor: Indicate the proposed frequency of contact (weekly, monthly), method (in-person, email, phone) and the format of mentoring sessions (individual or with other mentors).

[Click here to enter text.](#)

---

**Team Mentor\***    NYMC    Other Academic    Other Non-Academic

Name                                      [Click here to enter text.](#)  
Title                                        [Click here to enter text.](#)  
University or Organization        [Click here to enter text.](#)  
School                                      [Click here to enter text.](#)  
Department                            [Click here to enter text.](#)  
Division                                  [Click here to enter text.](#)

Provide role/rationale for selecting this mentor: Provide rationale for selecting this mentor and how this individual will help you reach your career goals.

[Click here to enter text.](#)

Describe your strategy for communicating with the mentor: Indicate the proposed frequency of contact (weekly, monthly), method (in-person, email, phone) and the format of mentoring sessions (individual or with other mentors).

[Click here to enter text.](#)

---

## 2. Core Criteria

The following modules represent the core criteria of a successful pre-/postdoctoral tenure:

### REQUIRED:

1. Scholarly Activities
2. Publication Plans and Activities
3. Presentation Opportunities
4. General Transferrable Professional Development
5. Career Specific Professional Development

### IF APPLICABLE:

6. Academic Performance Improvement Plan
7. Clinical or Applied Experiences
8. Scholarly Independence Plan
9. Customized Career Competency

Each field below is expandable to meet your individual situation and your stage of training. Short-term goals, such as learning objectives and skill acquisition, may be established annually, whereas long-term goals might be established initially and revisited as needed.\*

The first five core criteria are universal for all pre-/postdoctoral training positions and are required modules. However, each training experience is unique. Four additional fields with drop-down features are available for you to further design your pre-/postdoctoral experience to meet your personal career goal.

This plan also serves as a benchmark for you to conduct an annual self-assessment and will contribute to your mentor/supervisor's assessment of your progress.

\* Not limited to three goals – Add additional pages

<b>1. Scholarly Activities</b>			
		<b>Timeline</b>	<b>X**</b>
Goal #1	Click here to enter text.	Click here to enter text.	
Steps/Training	Click here to enter text.	Click here to enter text.	
Outcomes	Click here to enter text.	Click here to enter text.	
<hr/>			
Goal #2	Click here to enter text.	Click here to enter text.	
Steps/Training	Click here to enter text.	Click here to enter text.	
Outcomes	Click here to enter text.	Click here to enter text.	
<hr/>			
Goal #3	Click here to enter text.	Click here to enter text.	
Steps/Training	Click here to enter text.	Click here to enter text.	
Outcomes	Click here to enter text.	Click here to enter text.	

\*\* Mark as Steps/Goals are completed

## 2. Publication Plans and Activities

		<b>Timeline</b>	<b>X**</b>
Goal #1	Click here to enter text.	Click here to enter text.	
Steps/Training	Click here to enter text.	Click here to enter text.	
Outcomes	Click here to enter text.	Click here to enter text.	
Goal #2	Click here to enter text.	Click here to enter text.	
Steps/Training	Click here to enter text.	Click here to enter text.	
Outcomes	Click here to enter text.	Click here to enter text.	
Goal #3	Click here to enter text.	Click here to enter text.	
Steps/Training	Click here to enter text.	Click here to enter text.	
Outcomes	Click here to enter text.	Click here to enter text.	

\*\* Mark as Steps/Goals are completed

## 3. Presentation Opportunities

		<b>Timeline</b>	<b>X**</b>
Goal #1	Click here to enter text.	Click here to enter text.	
Steps/Training	Click here to enter text.	Click here to enter text.	
Outcomes	Click here to enter text.	Click here to enter text.	
Goal #2	Click here to enter text.	Click here to enter text.	
Steps/Training	Click here to enter text.	Click here to enter text.	
Outcomes	Click here to enter text.	Click here to enter text.	
Goal #3	Click here to enter text.	Click here to enter text.	
Steps/Training	Click here to enter text.	Click here to enter text.	
Outcomes	Click here to enter text.	Click here to enter text.	

\*\* Mark as Steps/Goals are completed

<b>4. General Transferrable Professional Development (e.g. networking, communication, leadership skills)</b>			
			<b>Timeline X**</b>
Goal #1	Click here to enter text.	Click here to enter text.	
Steps/Training	Click here to enter text.	Click here to enter text.	
Outcomes	Click here to enter text.	Click here to enter text.	
Goal #2	Click here to enter text.	Click here to enter text.	
Steps/Training	Click here to enter text.	Click here to enter text.	
Outcomes	Click here to enter text.	Click here to enter text.	
Goal #3	Click here to enter text.	Click here to enter text.	
Steps/Training	Click here to enter text.	Click here to enter text.	
Outcomes	Click here to enter text.	Click here to enter text.	

\*\* Mark as Steps/Goals are completed

<b>5. Career Specific Professional Development (Customized to your future career goals or career exploration)</b>			
			<b>Timeline X**</b>
Goal #1	Click here to enter text.	Click here to enter text.	
Steps/Training	Click here to enter text.	Click here to enter text.	
Outcomes	Click here to enter text.	Click here to enter text.	
Goal #2	Click here to enter text.	Click here to enter text.	
Steps/Training	Click here to enter text.	Click here to enter text.	
Outcomes	Click here to enter text.	Click here to enter text.	
Goal #3	Click here to enter text.	Click here to enter text.	
Steps/Training	Click here to enter text.	Click here to enter text.	
Outcomes	Click here to enter text.	Click here to enter text.	

\*\* Mark as Steps/Goals are completed

OPTIONAL: USE THE FOLLOWING CUSTOMIZED CATEGORIES AS NEEDED.

<b>6. Goal Category</b> Choose One. Click here to enter text.		<b>Timeline</b>	<b>X**</b>
Goal #1	Click here to enter text.	Click here to enter text.	
Steps/Training	Click here to enter text.	Click here to enter text.	
Outcomes	Click here to enter text.	Click here to enter text.	
Goal #2	Click here to enter text.	Click here to enter text.	
Steps/Training	Click here to enter text.	Click here to enter text.	
Outcomes	Click here to enter text.	Click here to enter text.	
Goal #3	Click here to enter text.	Click here to enter text.	
Steps/Training	Click here to enter text.	Click here to enter text.	
Outcomes	Click here to enter text.	Click here to enter text.	

\*\* Mark as Steps/Goals are completed

<b>7. Goal Category</b> Choose One. Click here to enter text.		<b>Timeline</b>	<b>X**</b>
Goal #1	Click here to enter text.	Click here to enter text.	
Steps/Training	Click here to enter text.	Click here to enter text.	
Outcomes	Click here to enter text.	Click here to enter text.	
Goal #2	Click here to enter text.	Click here to enter text.	
Steps/Training	Click here to enter text.	Click here to enter text.	
Outcomes	Click here to enter text.	Click here to enter text.	
Goal #3	Click here to enter text.	Click here to enter text.	
Steps/Training	Click here to enter text.	Click here to enter text.	

Outcomes	Click here to enter text.	Click here to enter text.	
----------	---------------------------	---------------------------	--

\*\* Mark as Steps/Goals are completed

<b>8. Goal Category</b> Choose One. Click here to enter text.			
			<b>Timeline X**</b>
Goal #1	Click here to enter text.	Click here to enter text.	
Steps/Training	Click here to enter text.	Click here to enter text.	
Outcomes	Click here to enter text.	Click here to enter text.	
Goal #2	Click here to enter text.	Click here to enter text.	
Steps/Training	Click here to enter text.	Click here to enter text.	
Outcomes	Click here to enter text.	Click here to enter text.	
Goal #3	Click here to enter text.	Click here to enter text.	
Steps/Training	Click here to enter text.	Click here to enter text.	
Outcomes	Click here to enter text.	Click here to enter text.	

\*\* Mark as Steps/Goals are completed

<b>9. Goal Category</b> Choose One. Click here to enter text.			
			<b>Timeline X**</b>
Goal #1	Click here to enter text.	Click here to enter text.	
Steps/Training	Click here to enter text.	Click here to enter text.	
Outcomes	Click here to enter text.	Click here to enter text.	
Goal #2	Click here to enter text.	Click here to enter text.	
Steps/Training	Click here to enter text.	Click here to enter text.	
Outcomes	Click here to enter text.	Click here to enter text.	
Goal #3	Click here to enter text.	Click here to enter text.	
Steps/Training	Click here to enter text.	Click here to enter text.	



Outcomes	Click here to enter text.	Click here to enter text.	
----------	---------------------------	---------------------------	--

\*\* Mark as Steps/Goals are completed

SIGNATURES

\_\_\_\_\_ Date

*Pre- / Postdoctoral Associate or Fellow*

\_\_\_\_\_ Date

*Faculty Mentor/Supervisor*