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Individual Development Plan (IDP) Information Requirement for all NIH Annual Progress Reports

In an effort to better prepare graduate students and postdocs in the biomedical research workplace, the NIH is encouraging institutions and mentors to use Individual Development Plans (IDPs) to assist graduate students and postdoctoral researchers in identifying and achieving their career goals.

Effective 10/1/14 all annual progress reports must include a section describing whether grantees use Individual Development Plans (IDPs) for graduate students and postdoctoral researchers associated with the research award. See NIH Notice [NOT-OD-14-113](#) for additional information.

For those projects in which there are no participating graduate students or post docs, PIs do not need to include any extra information in the annual progress report.

For those projects in which there are graduate students or post docs working at least 1 calendar month in the current budget period, regardless of whether that person is compensated from the grant, please follow the instructions below.

NIH Progress Report Instructions for the Research Performance Progress Report (RPPR)

1. In Section D. Participants, include the name, role, Commons ID, and calendar months effort of the graduate student(s) and post doc(s)
2. In Section B. Accomplishments, Question B. 4, include a brief description of how IDPs are used to help manage their career development. Please use the suggested language below.

Suggested Language for NIH IDP Information Requirement (RPPR Section B.4)

Grants with Graduate Students (PhDs)

"In accordance with guidelines established by the Graduate School of Biomedical Sciences (GSBS) at the Icahn School of Medicine at Mount Sinai (ISMMS), all PhD students are strongly encouraged to complete an Individual Development Plan (IDP) using AAAS or FASEB templates. The purpose of the IDP is to help students review their accomplishments and set clear short- and long-term goals for research and career development. Guided by the GSBS Office of Career Services & Strategy, students develop their initial IDP during the winter or spring of their second year and revisit it in their fourth year. These plans are further refined through discussions with their preceptor or members of their Thesis Advisory Committee during regular meetings."

Grants with Post Doctoral Researchers

"In accordance with guidelines established by the Graduate School of Biomedical Sciences (GSBS) at the Icahn School of Medicine at Mount Sinai (ISMMS) and the terms of the current postdoctoral union contract, all postdoctoral researchers are strongly encouraged to complete an Individual Development Plan (IDP) annually using AAAS or FASEB templates. The IDP provides a structured framework for reviewing short- and long-term professional development goals in collaboration with their mentor or the GSBS Office of Career Services & Strategy. For postdocs in their second, third, or fourth year, the IDP

also outlines specific strategies for transitioning to the next phase of their careers, ensuring readiness as they approach the end of their fellowship period in the third, fourth, or fifth year.”