

Memorandum

To: All Faculty and Staff
From: Allison Gottlieb, Director of Sponsored Programs Education
Date: October 13, 2015
Subject: 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. Do not include the actual IDP. The NIH is interested in obtaining information regarding the implementation of the IDP rather than the specifics of the actual plan.

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)

"IDPs are mandatory for all graduate students (PhDs). All second and fourth year students are expected to fill out an IDP as a prelude to discussing their career plans in a formal graduate school setting as well as with their advisor."

Grants with Post Doctoral Researchers

"IDPs are mandatory for all postdoctoral researchers. The post doc completes an IDP as part of the yearly evaluation with his/her mentor. When the postdoctoral researcher is at the end of his/her fourth year, the IDP includes explicit information regarding the next career phase after the fellowship ends in the fifth year."