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**Individual Development Plan (IDP)Annual Meeting Form for**

**University of Maryland School of Medicine Postdoctoral Scholars**

**Postdoctoral Scholar:** **Review Date:

Faculty Advisor:       Department:**

**Start date in lab:**

**Expected end date of postdoctoral training. If you plan to finish in 18 months or less, estimate when you will start your job search**

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**What is the current source and duration of your funding?**

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The University of Maryland School of Medicine (SOM) is committed to providing a top-tier research training environment for Postdoctoral Scholars. To support the development of Postdoctoral Scholars in their mentored research projects and their trajectory towards independent careers, the School of Medicine Office of Postdoctoral Scholars (SOM OPS) recommends the use of an Individual Development Plan (IDP) & Annual Progress Evaluation every year you are in training.

Maintaining clear and open communication is important to optimize your training and research experience as a postdoctoral scholar. The Individual Development Plan (IDP) is designed to

1: help facilitate communication between the postdoctoral fellow and mentor

2. to be a place to reflect on your goals

3. to make plans to help achieve these goals

4. to address challenges that come up along the way.

**Instructions**

1. The initial IDP should be done within the first three months of the Postdoctoral Scholar’s employment. Thereafter, IDPs should be done annually. Postdocs entering their fourth and fifth years are required to complete IDPs with their mentors and submit them to the OPS (rcockerham@som.umaryland.edu).
2. The Faculty Advisor, at his/her discretion, may identify other faculty members that would be beneficial to serve in an advisory capacity, and thus form an advisory committee. If the Faculty Advisor identifies additional faculty members to serve on the Postdoctoral Scholar’s advisory committee, these members should be listed on the IDP form, and IDP meetings should include the advisory committee. NOTE: some NIH institutes may require Postdoctoral Scholar advisory committees for T32 training grants.
3. Postdoctoral Scholars should complete and submit Section A to their Faculty Advisors prior to their scheduled annual review meeting. During the review meeting, both parties will discuss the Postdoctoral Scholar’s responses.
4. Faculty advisors will complete Section B, which summarizes feedback to the Postdoctoral Scholar on their overall performance as well as areas for targeted improvement.
5. ***Submit Sections A & B of Initial and Annual IDPs to Renee Cockerham, Program Manager, SOM OPS:*** ***rcockerham@som.umaryland.edu******.***

**Note:** *Programs that already use IDPs, and/or have procedures to obtain mentor comments that cover similar information, may continue to use their forms. These alternatives should be reviewed and tracked by the SOM Office of Postdoctoral Scholars.*

**For assistance/guidance, please contact SOM OPS** **rcockerham@som.umaryland.edu.**

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| **Part A (completed by Postdoctoral Scholar )** |

**PROGRESS**

**1. Initial IDP:** *Briefly* *describe the aims and experimental approaches of your research project. What is the significance of the research? Are collaborations or use of specialized resources/cores anticipated? If yes, indicate formal arrangements. (1/2 page sufficient),* ***OR***

**Annual IDP:** *Briefly summarize your research project and major accomplishments in the past year (If you have any publications, presentations, fellowships, etc., include them here) (1/2 page should be sufficient)*

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**2. What activities have you been involved in? Have you been satisfied with the balance of activities? (E.g., coursework/training, teaching/mentoring, professional/career development, grant/manuscript writing, clinical duties.)**

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**PLANS FOR COMING YEAR**

**1. List research project goals**

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**2. Scholarship or other funding applications planned for the upcoming year**

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**3. Potential collaborations in the coming year, if appropriate**

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**4. Plans for improving scientific writing and oral presentation skills in coming year.**

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**5. Brief outline of accumulating results toward a research paper or presentation in coming year.**

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**6.What new skills and education/training in research would enhance your project and your professional development?**

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**7. What new skills and education/training would enhance your career development and better prepare you for your next career step?**

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**8. Are there issues/concerns that impact your career plans (such as visa issues, limited ability to move to a different area, etc.)**

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**7.Which workshops and seminars offered by GPILS, OPS, or by partner groups on campus have you attended or do you plan to attend?**

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|  | **Yes** | **Plan** |
| Grant Writing Class  | **[ ]**  | **[ ]**  |
| Mock Study Section  | **[ ]**  | **[ ]**  |
| One of the Science Communication Events  | **[ ]**  | **[ ]**  |
| Leadership Skills Series  | **[ ]**  | **[ ]**  |
| Mentoring for Postdoctoral Fellows Workshop Series  | **[ ]**  | **[ ]**  |
| Professional Development Workshop (CV, Resume, Networking, Using Social Media, etc.)  | **[ ]**  | **[ ]**  |
| Careers in Science Seminars | **[ ]**  | **[ ]**  |
| Individual consultation | **[ ]**  | **[ ]**  |
| Other (Please discuss with mentor) | **[ ]**  | **[ ]**  |

**CURRENT CAREER GOALS**

List several alternatives if appropriate. (Career options may be explored at <http://myidp.sciencecareers.org> and with Jennifer Aumiller by appointment at jaumiller@som.umaryland.edu )

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**SUGGESTIONS TO IMPROVE IDP PROCESS AND FORMS**

We would like to improve the UMSOM IDP process and forms continuously. We would appreciate your constructive suggestions, which will be treated confidentially. If you prefer, please provide written or oral suggestions separately to Jennifer Aumiller **jaumiller@som.umaryland.edu.**

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Signature of Faculty Advisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

Signature of Postdoctoral Scholar\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

*By signing this form, both parties confirm that they have* ***discussed*** *all items outlined in the document.* ***This form summarizes their discussion; it does not constitute a binding contractual agreement between the parties.***

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| **Part B: (completed by the Faculty Advisor)** |

**Please summarize the following points:**

Research project progress

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Scholar’s strengths

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Scholar’s capabilities and performance needing improvement

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Comment on the Postdoctoral Scholar’s supervisory and/or group management skills, oral and written communication skills, and participation in group meetings and seminars.

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**Additional topics that may be addressed below:**

* Is the Postdoctoral Scholar’s career development on-track?
* What skills should the Postdoctoral Scholar improve or acquire in order to advance his/her career?
* Summarize what portion, if any, of the research project might be taken by the individual to initiate his or her independent research.
* If performance has been unsatisfactory, what are the specific goals that the trainee must meet?
* How can the Office of Postdoctoral Scholars assist in helping your postdoc achieve his/her overall goals?

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Signature of Faculty Advisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

Signature of Postdoctoral Scholar\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

*By signing this form, both parties confirm that they have* ***discussed*** *all items outlined in the document.* ***This form does not constitute a binding contractual agreement between both parties.***

This document is available for download at:

**Additional Resources**

Additional resources and discussion regarding IDPs are available widely, including via FASEB and Science Careers, e.g.:

<http://www.faseb.org/portals/2/pdfs/opa/idp.pdf>

<http://myidp.sciencecareers.org>