APPENDIX B

LINCATS-K12 Career Development Award - Individual Development Plan (IDP)

An Individual Development Plan (IDP) provides a process to develop, strategize, support and track your career development goals and objectives. The IDP serves as a tool to facilitate clear and consistent communication and mutual goal alignment between mentees and mentor(s).

Step 1. Conducting a Needs Assessment: First, by working together with your mentor, conduct an assessment of your skills.

Step 2. Complete the IDP: By incorporating your needs assessment, develop short, intermediate and long-term career goals and action plans to achieve these goals.

Step 3. Implementing your IDP: Discuss and refine your IDP with your mentor(s); implement the steps outlined in your IDP; review your IDP with your mentor biannually and modify your IDP based on the outcomes of this review and your progress toward goal attainment.

Creating Your IDP
Your IDP is a dynamic document that should be modified as your needs and goals evolve. The main purpose of the IDP is to establish clearly defined career goals and action plans to achieve those goals taking into account the skills and experience you need and your existing strengths.

Each goal should have the following SMAR(H)T[1] characteristics:
Specific: Is it focused and unambiguous
Measurable: Could someone identify whether or not you achieved this goal?
Action-oriented: Is there an action required on your part?
Realistic/**H**elp:
　　　R-Considering difficulty and timeframe, is this goal attainable?
　　　H-Does it identify what support you need and where you'll get it?
Time-bound: By when should you complete this goal?

1. Doran GT. "There's a S.M.A.R.T. way to write management's goals and objectives". Management Review. AMA FORUM. 1981; 70 (11): 35–36

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YEAR IN PROGRAM:

CIRCLE SEMESTER: 1   2

Today's Date:

Scholar's Name:

Primary Mentor's Name and Content Expertise:

List of Co-Mentors and Content Expertise:
1.

2.

3.

Current academic title and rank:

Time Management
By your best estimate, how did you allocate your time during the past semester?
     % of time spent on research project:
     % of time spent on coursework:
     % of time spent on other career development activities:
     % of time spent on patient care:
     % of time spent on teaching:
     % of time spent on administration and other duties:

     Total % of time:

How will you change this time distribution in the coming semester?

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A.   List your goals for the NEXT SEMESTER. Add goals as needed.

GOAL 1.

Specific goal (S)	Metric to measure attainment of this goal (M)	Action plan to accomplish this goal (A)	Help needed to accomplish this goal (H)	Timeline to accomplish this goal (T):
e.g. draft of specific aims page				

GOAL 2.

Specific goal (S)	Metric to measure attainment of this goal (M)	Action plan to accomplish this goal (A)	Help needed to accomplish this goal (H)	Timeline to accomplish this goal (T):

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B. **List your goals for the NEXT YEAR.** Add goals as needed.

GOAL 1.

Specific goal (S)	Metric to measure attainment of this goal (M)	Action plan to accomplish this goal (A)	Help needed to accomplish this goal (H)	Timeline to accomplish this goal (T):
e.g. submission of K23 to NIDDK				

GOAL 2.

Specific goal (S)	Metric to measure attainment of this goal (M)	Action plan to accomplish this goal (A)	Help needed to accomplish this goal (H)	Timeline to accomplish this goal (T):

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C.   List your goals for the NEXT 5 YEARS. Add goals as needed.
GOAL 1.

Specific goal (S)	Metric to measure attainment of this goal (M)	Action plan to accomplish this goal (A)	Help needed to accomplish this goal (H)	Timeline to accomplish this goal (T):

GOAL 2.

Specific goal (S)	Metric to measure attainment of this goal (M)	Action plan to accomplish this goal (A)	Help needed to accomplish this goal (H)	Timeline to accomplish this goal (T):

Please describe how you plan to introduce key elements of **methods for enhancing reproducibility** in your research project:

List any **barriers** that you are facing or are anticipating that could make it challenging to achieve your goals:

RESEARCH PROJECTS PENDING AND COMPLETED

List ongoing research studies, next steps and timeline for completing these next steps.
Also list research studies completed since last semester.

PROJECT	STATUS	COLLABORATOR(S)	NEXT STEP(S)	TIMELINE
e.g., pilot RCT low protein diet for active mild-mod UC	*e.g., data collected*	*e.g., J. Smith, MD*	*e.g., Data Analysis*	*e.g., May, 2023*

Barriers:

CONFERENCES/PAPERS

List any conferences or meetings you are planning on attending this year, and goals for what you will present.

PROJECT	CONFERENCE	DATE	ACTION	STATUS
e.g., pilot RCT of low protein diet in UC	*e.g., Digestive Diseases Week*	*e.g., May 20*	*e.g., Submit by Dec 15*	*e.g., Not Started*

Barriers:

PUBLICATIONS

List which publications you currently have underway, their status, and your timeline for publishing them. Also list manuscripts that have been published since last semester.

PROJECT	JOURNAL/PUBLISHER	DATE	STATUS

Barriers:

AWARDS OR GRANT PROPOSALS

List any awards or grant proposals you plan to submit this year, including the deadlines and your timeline for submitting. Also list grants that have been submitted or funded since the last semester.

PROJECT	FUNDER	DUE DATE	STATUS
e.g., German archive project	*e.g., DAAD Research Grant*	*e.g., Sept 10*	*e.g., Identify affiliate institution in Berlin*

Barriers:

WORKSHOPS/COURSEWORK PENDING AND COMPLETED

Assess whether you are on target with the proposed timeline below for completion of required workshops and coursework in Fundamental CTS Skills

	Year 1				Year 2			
Required Workshops	1	2	3	4	1	2	3	4
W1: Excellence in Mentorship Workshop (2 hours, 3 sessions)	X							
W2: National Institutes of Health sponsored "Critical Evaluation of Relevant Biological Variables, including Sex as a Biological Variable (SABV)" (6 modules, on-demand)		X						
W3: PROPEL (Program for Research Operations, Productivity, and Excellence) (10 hours, on-line)			X					
W4: Intro. to Clinical Trials, Biostatistics and Research Design (BERD) (21 hours, on-line)				X				
W4: Communicating Science Workshop, Alan Alda Center (3 hours, on-line)	X							
W5: Team Science Workshop, Alan Alda Center (2-day workshop)			X					
Required Coursework								
GRD600: Rigor and Reproducibility in Research (10 hours, 5 sessions)	X							
GRD500: Integrity in Science (16 hours, 8 sessions)		X						
HPH 506: Biostatistics I* (3-credits, semester long)	X	X						
HPH 506: Biostatistics II* (3-credits, semester long)			X	X				
MCR 549: Legal and Regulatory Issues in Clinical Research combined with Ethics and Professionalism in Clinical Research (2 hrs, 8 sessions)			X					
Resources								
K Scholars Grant Writing Course (1 hour, monthly)	X	X	X	X	X	X	X	X
NETwork for Scholars (1 hour, monthly)	X	X	X	X	X	X	X	X
CATER Journal Club (1 hour, bi-monthly)	X	X	X	X	X	X	X	X
Mock Study Section (2 hours, 1 session)					X			
Required Conferences								
Annual Clinical Translational Science Conference (2-days)			X				X	
AAMC Leadership Training Course (2-days)				X				
Annual Translational Research Day (1-day)			X				X	
Elective Coursework/Workshops for Career Development								
To be completed by the scholar								
Total Hours per quarter *(excludes required conferences)*	54	56	65	55	10	8	8	8
*Only required if course or equivalent was not previously completed								

Barriers:

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<u>PROFESSIONAL & SKILL DEVELOPMENT</u>

List activities for strengthening your professional development

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PROGRAM/SKILL	GOAL(S)	STRATEGY	TARGET DATE
e.g., Presentation skills	*e.g., Become more confident in front of an audience*	*e.g., Alda Center Communicating Science class*	*e.g., Fall*
e.g., Bioinformatics pipelines for microbiome analyses	*e.g., Develop an improved understanding of bioinformatics pipelines required to analyze 16s sequencing data*	*e.g., Take the elective BMI 501 Introduction to Biomedical Informatics Bioinformatics*	*e.g., Fall*

Barriers: