

TEMPLATE for NIH Research Performance Progress Report, Section B.4 "Training and Professional Development/Individual Development Plans"

Template to meet the requirements of the Revised Policy: Descriptions on the Use of Individual Development Plans (IDPs) for Graduate Students and Postdoctoral Researchers Required in Annual Progress Reports beginning October 1, 2014. (Notice NIH NOT-OD-14-113).

Career development for postdoctoral trainees at FAS is supported at the level of the school through the FAS Office of Postdoctoral Affairs, through local activities at the level of the department and in the individual lab through mentorship and annual individual development planning.

The FAS Office of Postdoctoral Fellows has created programming that aims to enhance postdoctoral research skills, professional and career development, and social and personal skills while addressing specific issues of early, mid, and late career trainees. Throughout the year, fellows participate in workshops, panel discussions, seminars, and networking opportunities designed to advance lab management skills, grantsmanship, writing and communication, academic and industry career exploration, as well as work/life and cultural considerations.

The FAS Office of Postdoctoral Fellows provides tools for Individual Development Planning (IDP/Annual Planning Meeting Tool) that foster ongoing and recurring discussions involving evaluation, goal setting and feedback. The IDP will be used to address research and professional progress by benchmarking advancement and identifying barriers to success along the training path. This process allows for evaluation of trainee performance and progress while assessing issues related to research, training, or mentoring.

The Department of [ENTER DEPARTMENT] offers ample opportunities for postdocs and graduate students to...[ENTER DEPT. EVENTS].

Specific training and professional development in my laboratory includes...[LAB-SPECIFIC TRAINING]. [State whether or not you use the [Individual Development Plan for your graduate students and post docs](#) – Please NOTE as of October 1, 2014, [NIH policy](#) requires that “grantees will report on whether they use IDPs for all the graduate students and postdoctoral researchers included in Section D. list of Participants.”]

Harvard University – FAS Office of Postdoctoral Affairs – September 2014

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