

Reporting Your Use of the IDP

*Below you will find some wording that may be edited to fit your interpretation of the requirements in your RPPR. **This text is for guidance only; it must be adapted to your specific program and practice.***

For training programs:

(Note: This example is for graduate student training programs. Please modify for postdoc training programs).

Our graduate program encourages the use of an annual Individual Development Plan (IDP) by each student. During the first two years of the program we advise students to use “My Annual Plan” (MAP), which was created by UCSF’s Graduate Division, and focuses a student’s efforts on broad training goals and accomplishments. After the student has advanced to candidacy, we advise the student to continue using MAP on an annual basis, or they may begin using ScienceCareers’ “myIDP”. myIDP provides more structure for considering a broad array of anticipated career outcomes, and encourages productive goal setting toward the pursuit of a chosen career. Annually, our program’s cohort of post-qualification trainees is encouraged to attend one or more IDP training seminars provided by the UCSF Office of Career and Professional Development, whose staff helped create the myIDP tool. Annually, the program Director sends a reminder to each trainee’s mentor, asking him/her to schedule an annual discussion of the trainee’s IDP. Finally, we intend for the IDP to be a tool that fosters meaningful discussion between the trainee and mentor, so the program neither collects the trainees’ IDPs, nor tracks the details of the IDP content. However, in December of each year, the program director asks the trainee to verify that they have completed their IDP and discussed it with their mentor. For those trainees using myIDP, we ask each trainee to report their progress to their program administrator, using the myIDP tool’s “Certification” feature.

For individual PIs:

I require each of the trainees in my lab to complete a written individual development plans (IDP) annually. I meet with each of the trainees in my lab annually to discuss progress during the past year, as well as the development points outlined in their IDP. During the first two years of a graduate student’s tenure in my lab, I advise the student to use “My Annual Plan” (MAP), which was created by UCSF’s Graduate Division, and focuses the student’s efforts on broad training goals and accomplishments. For students who have advanced to candidacy, and for postdocs, I advise the continued use of MAP on an annual basis, or they may begin using ScienceCareers’ “myIDP” which provides more structure for considering a broad array of anticipated career outcomes, and encourages productive goal setting toward the pursuit of a chosen career. Postdocs are advised to use “myIDP” throughout their tenure at UCSF. I also encourage students and postdocs to attend one or more IDP training seminars provided by the UCSF Office of Career and Professional Development.