INDIVIDUAL DEVELOPMENT PLAN

Vermont Biomedical Research Network

The Individual Development Plan (IDP) is a common tool used for reflecting on and planning for professional career goals. It provides a personal roadmap for accomplishing immediate, intermediate and long-term goals by identifying skills and developmental needs, resource needs, mentors and role models, and target dates for career building milestones. Treat this as a live document, subject to periodic review and revisions, as needed to correct course, and as a compact with your VBRN science mentor. **This IDP is limited to your VBRN related research commitment**.

Here are some quick tips for a successful IDP:

- Communicate with your VBRN science mentor early and often; take the lead in maintaining contact and take ownership of your professional development.
- Set aside time: discuss strategies to achieve goals as well as obstacles that may be hindering your progress. Set clear expectations.
- Supplement this IDP with additional resources from within your own institution and professional organizations, as appropriate.
- Follow the process outlined below to prepare a first draft of an IDP prior to meeting with your mentor. Discuss with your mentor, reflect on the feedback received before making revisions, and revisit with your mentor before implementing your strategy.
- Do not hesitate to reach out to the BPI Coordinator at your institution and/or Tabitha Finch (Professional Development & Education Core) in the UVM VBRN office. They are here to facilitate your work, including if you find yourself in a difficult or uncomfortable situation in your mentoring relationship.

Process

Step 1. Think intentionally about your goals and prepare a timeline: for each, identify the BIG GOAL and the interim steps towards the goal. Include actions that you need to take as well as activities that you need to stop doing to achieve the goal. Be as specific as possible. Justify how each interim step contributes towards the BIG GOAL and indicate how you will measure progress and completion to a successful outcome. List your goals in order of priority: Incorporating key VBRN deadlines into your timeline. The timeline below is divided into three periods and is based on a one-year project/pilot funding period. (Note that funding is for one year with a renewal application with demonstrated progress meriting additional funding.)

1. Immediate - within the next three months
2. Intermediate - within the next three to six months
3. Long-term - within the next six to twelve months

Step 2. Assign each goal to a category below and indicate percent effort you will dedicate.

1. Research
   a) Acquire requisite skills (e.g., technical, lab management)
   b) Mentor and train students

   c) Design methods, conduct experiments, analyze data

 2. Grants and Funding
   a) Acquire requisite skills (e.g., hypothesis framing, grant writing mechanics)
   b) Identify funding source and establish connection with agency/program officer
   c) Work backwards from the due date to establish milestones and their target dates[1, 2]

 3. Collaborations or consultations (if applicable)
   a) Identify needed expertise to carry out the project
   b) Assign tasks and responsibilities
   c) Establish regular meeting/conference schedule

 4. Publications and Presentations[3]
   a) Acquire requisite skills (e.g., manuscript preparation, oral presentations)
   b) Establish milestones and target dates
   c) Identify publication outlet/presentation venue
   d) Identify internal reviewers

Step 3. Complete an IDP by August 15th and submit to both your science mentor and the BPI Coordinator at your institution. Plan to meet with your science mentor before September 1st to discuss your IDP. Prior to September 1st, also solicit input from your BPI Coordinator. Submit your IDP (with suggestions from both the science mentor and coordinator incorporated) by September 1st to VBRN (vbrn@uvm.edu).

---

[1] Deadlines for funded faculty and advisor reports, and proposal drafts; dates for required VGN events.
[2] An example template of milestones and dates for grant writing is attached.
[3]. Some faculty may need to focus on publications as a priority.

<div align="center">

EXAMPLE

Milestones and Writing Time Table

For Writing a Grant

</div>

<u>MILESTONES</u>	<u>Writing Time Table</u>[1]

I. **Problem Identification**   12 months
  1. Presentation of research interest.
  2. Narrowing down interest into testable hypotheses with mentor
  3. Identification of funding sources that fit with hypotheses
  4. Identification of target funding source(s) with mentor
  5. Obtain information from target funding sources of proposal
     Formats – check with mentor

II. **Operationalizing Constructs Presented in Hypotheses**   10 months
  1. Presentation by mentee of their procedures to his/her mentor
  2. Feedback from mentor

III. **Writing the Conceptualization and Procedures**
  1. Draft the specific aims and significance sections of proposals   8 months
  2. Draft the method procedures section   8 months
  3. Draft circulated to mentor   8 months
  4. Mentors return draft with comments to mentee   7½ months

IV. **Conceptionalization to Operationalization to Data Analysis**
  1. Draft analysis section   6½ months
  2. Draft circulated to mentor   6½ months
  3. Mentors return draft with comments   6 months

V. **Mechanics**
  1. Human Subjects Forms or Vertebrate Animals/IRCUC Forms   5½ months
  2. Budget – Draft a proposed budget with assistance of mentor   4 months
  3. Budget Justifications – Draft   4 months
  4. Prior research and preliminary studies – Draft circulated to mentors   3½ months
  5. Mentors return draft with comments   3 months

VI. **Completed Proposal Circulated to Mentor and Others**   2½ months

VII. **Feedback on Completed Proposal from Mentor and Others**   2 months

VIII. **Revisions and Elaboration**   2 to 0 months

IX. **Final Proposal Ready**   Ready!

----

[1] Months prior to proposal being ready for submission