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JABSOM IDP Policy & Guideline

October 12, 2016

To: Mariana Gerschenson, PhD, Director of Research & Graduate Education,
Pat Blanchette, MD, MPH, Interim Associate Dean of Academic Affairs
Graduate Program Chairs

From: Jerris R. Hedges, MD, MS, MMM, Dean

A handwritten signature in black ink, appearing to read 'Jerris R. Hedges'.

Subject: New Individual Development Plan (IDP) Policy and Guidelines for Graduate Students and Postdocs Supported by NIH Funding

The new NIH grant guidelines encourage institutions to document that they provide a structured IDP program for all NIH-supported PhD candidates and postdocs. In response to the National Institutes of Health (NIH) notice NOT-OD-13-093 and NOT-OD-14-113 regarding the use of the Individual Development Plans (IDPs) for graduate students and postdoctoral trainees who receive NIH funding support, the Office of the Dean recommends:

- All incoming and matriculated graduate students who receive NIH funding to complete and submit an IDP to their Graduate Program Chair by the end of their first semester or current semester, respectively;
- All postdoctoral trainees to complete and submit an IDP to their mentor at the time of their initial appointment, or upon their next re-appointment or annual review;
- All graduate students and postdoctoral trainees who receive NIH funding to submit an updated IDP to their Graduate Program Chair or mentor every year thereafter.

Currently, the NIH is not requiring that this information be reported back but we anticipate this will occur in the near future. In light of the benefits to trainee development and the likelihood that the IDP program will be a factor in NIH funding decisions, we are recommending all JABSOM MS/PhD candidates and their mentors create and discuss an IDP on an annual basis.

Students and postdoctoral trainees may use the new JABSOM IDP form available on our website under the appropriate Trainees in Research section, the one provided by AAAS at <http://myidp.sciencecareers.org/>, or an IDP form currently utilized by a specific graduate program. Students and postdoctoral trainees may submit an earlier version of an IDP that they have completed as long as it was initially completed within the last 1-3 years and has been reviewed/discussed with their Graduate Program Chair or mentor.