CSU Institutional Policy for NIH Required Individual Development Plans

Background
On July 23rd, 2013 the National Institutes of Health issued NOT-OD-13-093 encouraging universities to develop an institutional policy by October 1, 2014 requiring that an Individual Development Plan (IDP) be implemented for every graduate student and postdoctoral researcher funded by the NIH (including scholars, trainees and fellows, and individuals in other postdoctoral positions). The IDP’s should be broadly implemented regardless of NIH funding type and shall be reported in all progress reports submitted on/after October 1, 2014, using the Research Performance Progress Report (RPPR) as stated in the revised NIH policy released August 4th, 2014 NOT-OD-14-113. This revision states that “NIH annual progress reports received on/after October 1, 2014 must include a section to describe how individual development plans (IDPs) are used to identify and promote the career goals of graduate students and postdoctoral researchers associated with the award.”

Individual Development Plans
IDP’s are written plans outlining mentees interests, skills, abilities, and goals towards the purpose of aligning them with, and defining their career objectives. IDPs should be shared with mentors, who can guide trainees toward experiences that would support their career goals.

Colorado State University IDP Policy
Colorado State University requires that all graduate students and postdoctoral researchers supported by any NIH funding have an IDP to reference in progress reports submitted on/after October 1, 2014. Grantees shall report on the usage of IDP’s annually in the RPPR as outlined in NOT-OD-14-113. IDP’s do not need to be submitted to the NIH or CSU, but shall remain on record with the trainee and mentor.

Tools
Tools and information on developing an individualized IDP are available at:
American Association for the Advancement of Science/Science Careers
- myIDP: http://myidp.sciencecareers.org/
National Postdoctoral Association
- http://www.nationalpostdoc.org/careers/career-planning-resources
- http://www.nationalpostdoc.org/publications/mentoring-plans
University of Minnesota

Questions
If you have questions regarding this policy, please contact Carolyn Broccardo Ph.D., Responsible Conduct of Research Coordinator, RICRO.