

Attachment 1 - Initial eIDP (electronic Individual Development Plan) Trainees Screenshots

Note: Black boxes indicate a person's name that has been blacked out.

Type	IDP Status	Estimated Action Due Date	Estimated Completion Due Date	General Info	Projects	Career Goals	Aligning Expectations	Actions
Initial	Under Trainee's Review	09/03/2018	10/15/2018	✓	🔄	🔴	🔴	PROCEED

The “OMB Burden Statement” is the green section above.

When the trainee clicks the link, the system will open the following screenshot.

OMB Burden Statement

OMB NO.: 0925-0046

Expiration Date: 7/31/2019

Collection of this information is authorized by The Public Health Service Act, Section 411 (42 USC 285a). Rights of study participants are protected by The Privacy Act of 1974. Participation is voluntary, and there are no penalties for not participating or withdrawing from the study at any time. The information collected in this study will be kept private to the extent provided by law. Names and other identifiers will not appear in any report. You are asked to complete your electronic Individual Development Plan to assist with your professional and career development goals and expectations while training at the NCI.

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. **An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.** Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: NIH, Project Clearance Branch, 6705 Rockledge Drive, MSC 7974, Bethesda, MD 20892-7974, ATTN: PRA (0925-0046). Do not return the completed form to this address.

Accessibility | Disclaimer | FOIA | Privacy & Security
U.S. Department of Health and Human Services | National Institutes of Health | National Cancer Institute | USA.gov

Note: Black boxes indicate a person's name that has been blacked out.

Individual Development | x Person 1
Secure | https://idp-test.cancer.gov/idp/general
Apps Service NCI Workbench JIRA Confluence SharePoint ESIB EA Install NIH Library OGA Resources VP Drawing Tool

NIH NATIONAL CANCER INSTITUTE
ELECTRONIC INDIVIDUAL DEVELOPMENT PLAN (eIDP)
Welcome: [Redacted] Env: test Version: 1.0.0 Change User

General Information Projects, Deliverables, & Training Activities Career Goals & Career Training Activities Aligning Expectations

GO TO DETAILED VIEW

GENERAL INFORMATION
If any of the non-editable information is incorrect, please contact your Administrative Officer, [Christine Sappington](#) listed in the form below.

Trainee Name: [Redacted]

This Gender, Race, and Ethnicity information is to collect aggregate data and will be used for reporting purposes only

Race (Optional): Check all that apply
 White Black or African American
 American Indian or Alaska Native Asian
 Native Hawaiian or Other Pacific Islander

Ethnicity (Optional)
Select Ethnicity

Gender:
Male

Entry-on-Duty (EOD) Date: [Redacted] Training Plan Initiation Date: [Redacted] *Highest Degree Obtained (to date):
Select Highest degree Obtained

*Current Training Title: Administrative Officer: *Primary Mentor's Name: Additional Mentor(s) Optional:

Individual Development | x Person 1
Secure | https://idp-test.cancer.gov/idp/general
Apps Service NCI Workbench JIRA Confluence SharePoint ESIB EA Install NIH Library OGA Resources VP Drawing Tool

NIH NATIONAL CANCER INSTITUTE
ELECTRONIC INDIVIDUAL DEVELOPMENT PLAN (eIDP)
Welcome: [Redacted] Env: test Version: 1.0.0 Change User

General Information Projects, Deliverables, & Training Activities Career Goals & Career Training Activities Aligning Expectations

GO TO DETAILED VIEW

GENERAL INFORMATION
If any of the non-editable information is incorrect, please contact your Administrative Officer, [Christine Sappington](#) listed in the form below.

Trainee Name: [Redacted]

This Gender, Race, and Ethnicity information is to collect aggregate data and will be used for reporting purposes only

Race (Optional): Check all that apply
 White Black or African American
 American Indian or Alaska Native Asian
 Native Hawaiian or Other Pacific Islander

Ethnicity (Optional)
Select Ethnicity

Gender:
Male

Entry-on-Duty (EOD) Date: [Redacted] Training Plan Initiation Date: [Redacted] *Highest Degree Obtained (to date):
Select Highest degree Obtained

*Current Training Title: Administrative Officer: *Primary Mentor's Name: Additional Mentor(s) Optional:
Select Training Title [Redacted] Enter Last Name, First Name Enter Last Name, First Name [add more](#)

*Lab, Branch or Office: *Lab, Branch or Office Chief/Director Name: NCI Division/Office/Center:
[Redacted] Enter Last Name, First Name CCR

PREVIOUS GO TO DETAILED VIEW Save Save and Continue

Note: Black boxes indicate a person's name that has been blacked out.

Individual Development | x Person 1

Secure | <https://idp-test.cancer.gov/idp/general>

Apps Service NCI Workbench JIRA Confluence SharePoint ESIB EA Install NIH Library OGA Resources VP Drawing Tool

Trainee Name: [Redacted]

This Gender, Race, and Ethnicity information is collect aggregate data and will be used for reporting purposes only

Race (Optional): Check all that apply
 White Black or African American
 American Indian or Alaska Native Asian
 Native Hawaiian or Other Pacific Islander

Ethnicity (Optional): Select Ethnicity
Gender: Male

Entry-on-Duty (EOD) Date: 08/07/2017
Training Plan Initiation Date: 07/11/2018
*Highest Degree Obtained (to date): Select Highest degree Obtained

*Current Training Title: Select Training Title
Administrative Officer: [Redacted]
*Primary Mentor's Name: Enter Last Name, First Name
Additional Mentor(s) Optional: Enter Last Name, First Name [add more](#)

*Lab, Branch or Office: NCI CCR GMB
*Lab, Branch or Office Chief/Director Name: Enter Last Name, First Name
NCI Division/Office/Center: CCR

◀ PREVIOUS GO TO DETAILED VIEW Save Save and Continue

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Individual Development | x Person 1

Secure | <https://idp-test.cancer.gov/idp/projects>

Apps Service NCI Workbench JIRA Confluence SharePoint ESIB EA Install NIH Library OGA Resources VP Drawing Tool

NIH NATIONAL CANCER INSTITUTE
ELECTRONIC INDIVIDUAL DEVELOPMENT PLAN (eIDP)

Welcome: [Redacted] Env: test Version: 1.0.0 Change User

General Information **Projects, Deliverables, & Training Activities** Career Goals & Career Training Activities Aligning Expectations

Please provide at least one project, deliverable, and a training activity.

GO TO DETAILED VIEW

PROJECTS & DELIVERABLES TRAINING ACTIVITIES

PROJECT:
Describe your project and major current scientific responsibilities

*Project Title: [Text Field] 30 Minimum character limit 200 Character limit

*Description: [Text Field] For Example: What are you planning on doing?, What are the skills and techniques that you are aiming to learn? 100 Minimum character limit 500 Character limit

Note: Black boxes indicate a person's name that has been blacked out.

Individual Development F x Person 1

Secure | <https://idp-test.cancer.gov/idp/projects>

Apps Service NCI Workbench JIRA Confluence SharePoint ESIB EA Install NIH Library OGA Resources VP Drawing Tool

PROJECTS & DELIVERABLES TRAINING ACTIVITIES

PROJECT:

Describe your project and major current scientific responsibilities

*Project Title: 30 Minimum character limit 200 Character limit

*Description: For Example: What are you planning on doing?, What are the skills and techniques that you are aiming to learn? 100 Minimum character limit 500 Character limit

*Responsibilities: 50 Minimum character limit 500 Character limit

Deliverables Planned:

Manuscript

Presentation

Report

Individual Development F x Person 1

Secure | <https://idp-test.cancer.gov/idp/projects>

Apps Service NCI Workbench JIRA Confluence SharePoint ESIB EA Install NIH Library OGA Resources VP Drawing Tool

50 Minimum character limit 500 Character limit

Deliverables Planned:

Manuscript

Presentation

Report

White paper

Others

PREVIOUS GO TO DETAILED VIEW Save Save and Continue Cancel

Note: Black boxes indicate a person's name that has been blacked out.

Individual Development | x | Person 1 | Secure | https://idp-test.cancer.gov/idp/projects

NIH NATIONAL CANCER INSTITUTE ELECTRONIC INDIVIDUAL DEVELOPMENT PLAN (eIDP) | Welcome: [Redacted] | Env: test | Version: 1.0.0 | Change User

General Information | **Projects, Deliverables, & Training Activities** | Career Goals & Career Training Activities | **Aligning Expectations**

Please provide at least one training activity. Not Started

GO TO DETAILED VIEW

PROJECTS & DELIVERABLES | **TRAINING ACTIVITIES**

TRAINING ACTIVITIES:
Training is an important aspect in accomplishing your project goal. Please select at least one training activity listed below that will support your project goal.

What activities have you planned to complement your projects in the coming year?

Award/Grant Submission ADD +

https://idp-test.cancer.gov/idp/alignExpectations

Individual Development | x | Person 1 | Secure | https://idp-test.cancer.gov/idp/projects

PROJECTS & DELIVERABLES | **TRAINING ACTIVITIES**

TRAINING ACTIVITIES:
Training is an important aspect in accomplishing your project goal. Please select at least one training activity listed below that will support your project goal.

What activities have you planned to complement your projects in the coming year?

Award/Grant Submission ADD +

Classes/Courses/Workshops ADD +

Interest Group Participation ADD +

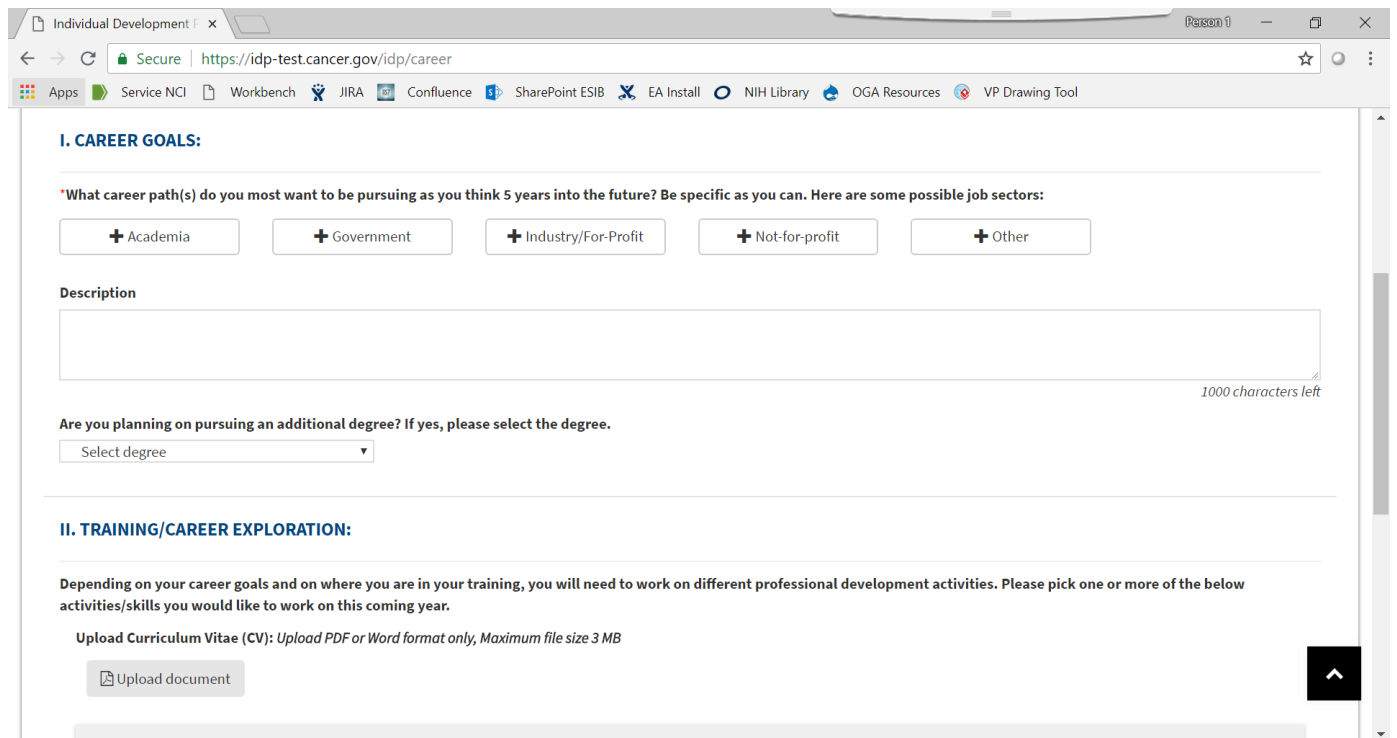
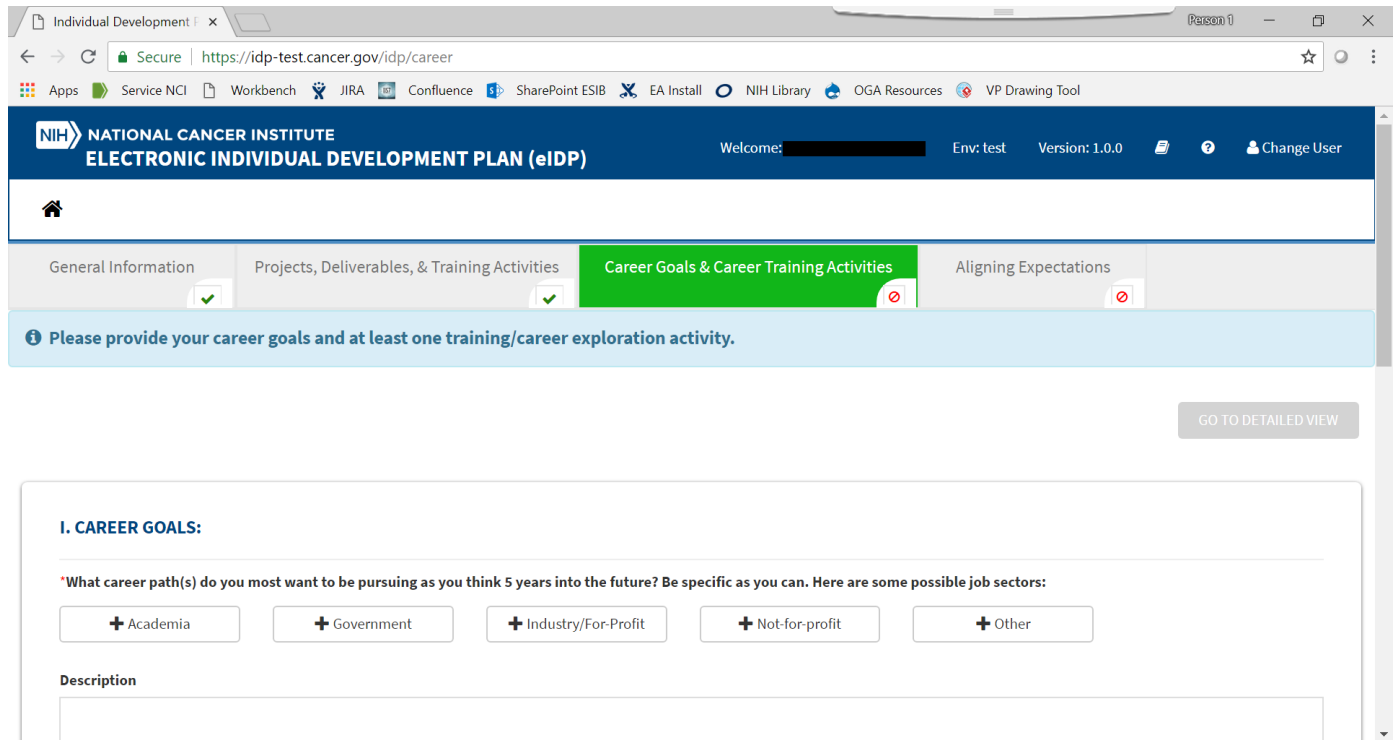
Presentation/Poster ADD +

Others ADD +

PREVIOUS | GO TO DETAILED VIEW | Save | Save and Continue

Accessibility | Disclaimer | FOIA | Privacy & Security

Note: Black boxes indicate a person's name that has been blacked out.



Note: Black boxes indicate a person's name that has been blacked out.

The screenshot shows a web browser window with the URL <https://idp-test.cancer.gov/idp/career>. The page title is "II. TRAINING/CAREER EXPLORATION:". Below the title, there is a paragraph: "Depending on your career goals and on where you are in your training, you will need to work on different professional development activities. Please pick one or more of the below activities/skills you would like to work on this coming year." Below this is a section for "Upload Curriculum Vitae (CV): Upload PDF or Word format only, Maximum file size 3 MB" with an "Upload document" button. There are four checkboxes: "Career Exploration and Networking", "Skills/Competencies", "Job Search", and "Others". At the bottom, there are navigation buttons: "PREVIOUS", "GO TO DETAILED VIEW", "Save", and "Save and Continue". A black box obscures a portion of the "Save and Continue" button.

The screenshot shows a web browser window with the URL <https://idp-test.cancer.gov/idp/alignExpectations>. The page header includes the NIH logo and "NATIONAL CANCER INSTITUTE ELECTRONIC INDIVIDUAL DEVELOPMENT PLAN (eIDP)". The user is logged in as "Person 1" with a blacked-out name. The header also shows "Welcome: [blacked out]", "Env: test", "Version: 1.0.0", and a "Change User" link. A navigation bar has four tabs: "General Information" (checked), "Projects, Deliverables, & Training Activities" (checked), "Career Goals & Career Training Activities" (checked), and "Aligning Expectations" (active, with a red circle icon). Below the navigation bar is a blue banner with the text: "Provide the required information that is indicated with an asterisk." At the bottom right, there is a "GO TO DETAILED VIEW" button. The main content area is titled "ALIGNING EXPECTATIONS:" and contains a red asterisk: "*Describe your expectation(s) of your mentor; how can your mentor help you to accomplish your goals?". Below this is a note: "NOTE: When you meet with your mentor, ensure that you discuss any event or activity that might affect your productivity." There is a large empty text box for the user to enter their response.

Note: Black boxes indicate a person's name that has been blacked out.

Individual Development | x | Person 1

Secure | <https://idp-test.cancer.gov/idp/alignExpectations>

Apps | Service NCI | Workbench | JIRA | Confluence | SharePoint ESIB | EA Install | NIH Library | OGA Resources | VP Drawing Tool

ALIGNING EXPECTATIONS:

***Describe your expectation(s) of your mentor; how can your mentor help you to accomplish your goals?**

NOTE: When you meet with your mentor, ensure that you discuss any event or activity that might affect your productivity.

50 minimum characters left

ADDITIONAL COMMITMENTS:

*** I prefer to discuss potential time required to complete any project remaining from PhD program (if applicable):**

Yes No Not Applicable

Describe, if applicable:

Individual Development | x | Person 1

Secure | <https://idp-test.cancer.gov/idp/alignExpectations>

Apps | Service NCI | Workbench | JIRA | Confluence | SharePoint ESIB | EA Install | NIH Library | OGA Resources | VP Drawing Tool

ADDITIONAL COMMITMENTS:

*** I prefer to discuss potential time required to complete any project remaining from PhD program (if applicable):**

Yes No Not Applicable

Describe, if applicable:

◀ PREVIOUS

GO TO DETAILED VIEW

Save

Save and Continue



Note: Black boxes indicate a person's name that has been blacked out.

The screenshot shows the top portion of the eIDP form. The browser address bar displays 'https://idp-test.cancer.gov/idp/trainingDetails'. The header includes the NIH logo and the text 'NATIONAL CANCER INSTITUTE ELECTRONIC INDIVIDUAL DEVELOPMENT PLAN (eIDP)'. A welcome message and user information are visible. Below the header, the form title 'IDP DETAILS FOR:' is followed by a blacked-out name. A 'Print' button is located in the top right corner. The main section is titled 'General Information' and contains several input fields: 'Trainee Name', 'Race', 'Ethnicity', 'Gender', 'Entry-on-Duty (EOD) Date', 'Training Plan Initiation Date', 'Highest Degree Obtained (to date)', 'Current Training Title', 'Administrative Officer', 'Primary Mentor's Name', and 'Additional Mentor(s)'. A note states: 'The Gender, Race, and Ethnicity information is to collect aggregate data and will be used for reporting purposes only'. An 'Edit' button is in the top right of the section.

This screenshot shows the lower portion of the eIDP form. The 'General Information' section is partially visible at the top. Below it, the 'Projects, Deliverables, and Training Activities' section is shown. This section includes input fields for 'Lab, Branch or Office', 'Lab, Branch or Office Chief/Director Name', and 'NCI Training Division/Office/Center' (with 'CCR' entered). An 'Edit' button is located in the top right corner of this section.

Note: Black boxes indicate a person's name that has been blacked out.

Individual Development F x | Person 1 | Secure | https://idp-test.cancer.gov/idp/trainingDetails

Apps | Service NCI | Workbench | JIRA | Confluence | SharePoint ESIB | EA Install | NIH Library | OGA Resources | VP Drawing Tool

Projects, Deliverables, and Training Activities Edit

PROJECTS & DELIVERABLES:

Priority	Project Title	Description	Responsibilities
1	Project Title Description - Example	Description of the Project - Example. A quick brown fox jumps over the lazy dog. The five boxing wizards jump quickly.	[Redacted]

DELIVERABLES

Type of Deliverable	Travel?	Date	Location	Type	Title	Description
Manuscript	N/A	N/A	N/A	N/A	Manuscript - Example/Sample Title	[Redacted]

TRAINING ACTIVITIES:

Type of Training Activity	Travel?	Date	Location	Type	Title	Description	Associated to Project
Award/Grant Submission	N/A	07/01/2018	N/A	FARE	Title Title Title Title Title Title Title Title Title Title Title	Description Description Description Description Description	Project Title Description - Example

Individual Development F x | Person 1 | Secure | https://idp-test.cancer.gov/idp/trainingDetails

Apps | Service NCI | Workbench | JIRA | Confluence | SharePoint ESIB | EA Install | NIH Library | OGA Resources | VP Drawing Tool

TRAINING ACTIVITIES:

Type of Training Activity	Travel?	Date	Location	Type	Title	Description	Associated to Project
Award/Grant Submission	N/A	07/01/2018	N/A	FARE	Title Title Title Title Title Title Title Title Title Title Title	Description Description Description Description Description	Project Title Description - Example

Career Goals and Career Training Activities Edit

I. CAREER GOALS:

What career path(s) do you most want to be pursuing as you think 5 years into the future? Be specific as you can. Here are some possible job sectors:

Academia:	Administration
Description:	Test
Are you planning on pursuing an additional degree? If yes, please select the degree:	N/A

Note: Black boxes indicate a person's name that has been blacked out.

II. TRAINING/CAREER EXPLORATION:
Depending on your career goals and on where you are in your training, you will need to work on different professional development activities. Please pick one or more of the below activities/skills you would like to work on this coming year.

Upload Curriculum Vitae (CV): Not Uploaded

Career Exploration and Networking

Description: Description Description Description Description Description Description Description Description Description Description Description

Aligning Expectations: Edit

Describe your expectation(s) of your mentor; how can your mentor help you to accomplish your goals? Describe your expectation(s) of your mentor; how can your mentor help you to accomplish your goals?

ADDITIONAL COMMITMENTS:

I prefer to discuss potential time required to complete any project remaining from PhDprogram (If applicable): [Redacted]

Aligning Expectations: Edit

Describe your expectation(s) of your mentor; how can your mentor help you to accomplish your goals? Describe your expectation(s) of your mentor; how can your mentor help you to accomplish your goals?

ADDITIONAL COMMITMENTS:

I prefer to discuss potential time required to complete any project remaining from PhDprogram (If applicable): [Redacted]

Print Send IDP to the Primary Mentor

History

Date	User Role	Name	Action taken	Comments
07/11/2018	Training Director	[Redacted]	Initiated	

Note: Black boxes indicate a person's name that has been blacked out.

The screenshot shows a web browser window with the URL <https://idp-test.cancer.gov/idp/trainingDetails>. The page contains a text input field with the placeholder text "complete any project remaining from PhDprogram (if applicable):" and the value "No". Below this field are two buttons: "Print" and "Send IDP to the Primary Mentor". A "History" section is displayed below, containing a table with the following data:

Date	User Role	Name	Action taken	Comments
07/11/2018	Training Director	[Redacted]	Initiated	

At the bottom of the page, there is a footer with the text: "Accessibility | Disclaimer | FOIA | Privacy & Security" and "U.S. Department of Health and Human Services | National Institutes of Health | National Cancer Institute | USA.gov".

The screenshot shows a web browser window with the URL <https://idp-test.cancer.gov/idp/thankyou>. The page features a dark blue header with the National Cancer Institute logo and the text "NATIONAL CANCER INSTITUTE ELECTRONIC INDIVIDUAL DEVELOPMENT PLAN (eIDP)". The header also includes a welcome message "Welcome: [Redacted]", the environment "Env: test", the version "Version: 1.0.0", and a "Change User" link. Below the header is a home icon and a section titled "IDP Details : [Redacted]". The main content area contains a thank-you message: "Thank you! You have successfully sent the IDP to the Primary Mentor, [Redacted] for review/feedback and provide their expectations. We encourage an in-person conversation with your Primary Mentor if there are any issues that need to be addressed. An automated email notification has been sent to the Primary Mentor to review and take necessary action(s) on the IDP." A "View your IDP Details" button is located at the bottom right of this section. The footer is identical to the previous screenshot, including the text: "Accessibility | Disclaimer | FOIA | Privacy & Security" and "U.S. Department of Health and Human Services | National Institutes of Health | National Cancer Institute | USA.gov".