

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

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

**OMB Burden Statement**  
OMB No. 0925-0046  
Expiration Date: 7/31/2019

**FAQ's**  
Learn more and find out what other trainees been asking

**Useful Links**  
Learn about programs for your career planning

**Contact your Training Director**  
Make an appointment with Your Training Director

**IDP PROCESS: HOW IT WORKS**

- Create Your IDP**  
Navigate along the tabs to create each piece of your IDP. When you are done and hit submit, your IDP goes to your mentor(s) for review.
- Send Your IDP to your Mentor**  
Once you create and submit your IDP, your mentor(s) will be notified to review and comment, add higher expectations, and then approve it. If your primary mentor has suggested edits, it will come back to you to make the edits before it is finalized. This revision process can be done up to three times.
- Submit IDP to Training Director**  
Your Training Director (TD) will review and either accept your IDP or return to you or your mentor for revision. If your TD returns your IDP for changes, you and your mentor will need to review the TD's comments and address any issues.
- Meet with Your Mentor**  
Once your electronic IDP is complete, you and your mentor will have an in-person discussion about your research and career development goals and your expectations for the coming year. You and your mentor will electronically confirm that you reviewed and discussed the IDP in person.
- Submit Signed IDP to Your Chief**  
Your Chief will review your completed IDP for final approval. If additional changes are requested, it will be returned to your TD for additional guidance. If your Training Director (TD) returns your IDP for changes, you and your mentor will need to review the TD's comments and address any issues.
- Completion and Next Steps**  
Your final approved IDP cannot be modified; however, you will be able to refer to your saved pdf to check in on your progress. You are also free to begin working on your subsequent IDP once this is finalized, but you don't need to do so until your renewal date approaches.

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.

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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.

The screenshot shows the top portion of the NIH eIDP application. The browser address bar displays 'https://idp-test.cancer.gov/idp/general'. The header includes the NIH logo and the text 'NATIONAL CANCER INSTITUTE ELECTRONIC INDIVIDUAL DEVELOPMENT PLAN (eIDP)'. A welcome message is partially visible, followed by 'Env: test' and 'Version: 1.0.0'. A 'Change User' link is present. Below the header is a navigation bar with four tabs: 'General Information' (highlighted in green), 'Projects, Deliverables, & Training Activities', 'Career Goals & Career Training Activities', and 'Aligning Expectations'. A 'GO TO DETAILED VIEW' button is located on the right side of the navigation bar.

This screenshot shows the 'GENERAL INFORMATION' section of the form. It includes a warning message: 'If any of the non-editable information is incorrect, please contact your Administrative Officer, Christine Sappington listed in the form below.' The 'Trainee Name' field is blacked out. A grey box contains the instruction: 'This Gender, Race, and Ethnicity information is to collect aggregate data and will be used for reporting purposes only'. Below this are three sections: 'Race (Optional): Check all that apply' with checkboxes for White, Black or African American, American Indian or Alaska Native, Asian, and Native Hawaiian or Other Pacific Islander; 'Ethnicity (Optional)' with a dropdown menu set to 'Select Ethnicity'; and 'Gender:' with a dropdown menu set to 'Male'. At the bottom, there are fields for 'Entry-on-Duty (EOD) Date:', 'Training Plan Initiation Date:', and '\*Highest Degree Obtained (to date):' with a dropdown menu set to 'Select Highest degree Obtained'. There are also partially visible fields for '\*Current Training Title:', 'Administrative Officer:', '\*Primary Mentor's Name:', and 'Additional Mentor(s) Optional:'.

This screenshot shows the 'GENERAL INFORMATION' section of the form with more fields visible. The 'Trainee Name' field is blacked out. The 'Race (Optional)' and 'Ethnicity (Optional)' sections are the same as in the previous screenshot. The 'Gender:' dropdown is set to 'Male'. Below these are fields for 'Entry-on-Duty (EOD) Date:', 'Training Plan Initiation Date:', and '\*Highest Degree Obtained (to date):' with a dropdown menu set to 'Select Highest degree Obtained'. There are also fields for '\*Current Training Title:' with a dropdown menu set to 'Select Training Title', 'Administrative Officer:' with a blacked out name, '\*Primary Mentor's Name:' with a dropdown menu set to 'Enter Last Name, First Name', and 'Additional Mentor(s) Optional:' with a dropdown menu set to 'Enter Last Name, First Name' and an 'add more' button. At the bottom, there are fields for '\*Lab, Branch or Office:' with a dropdown menu set to a blacked out name, '\*Lab, Branch or Office Chief/Director Name:' with a dropdown menu set to 'Enter Last Name, First Name', and 'NCI Division/Office/Center:' with a dropdown menu set to 'CCR'. At the bottom of the form, there is a 'PREVIOUS' button on the left, and 'GO TO DETAILED VIEW', 'Save', and 'Save and Continue' buttons on the right.

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 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: 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

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>

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 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>

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

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 +

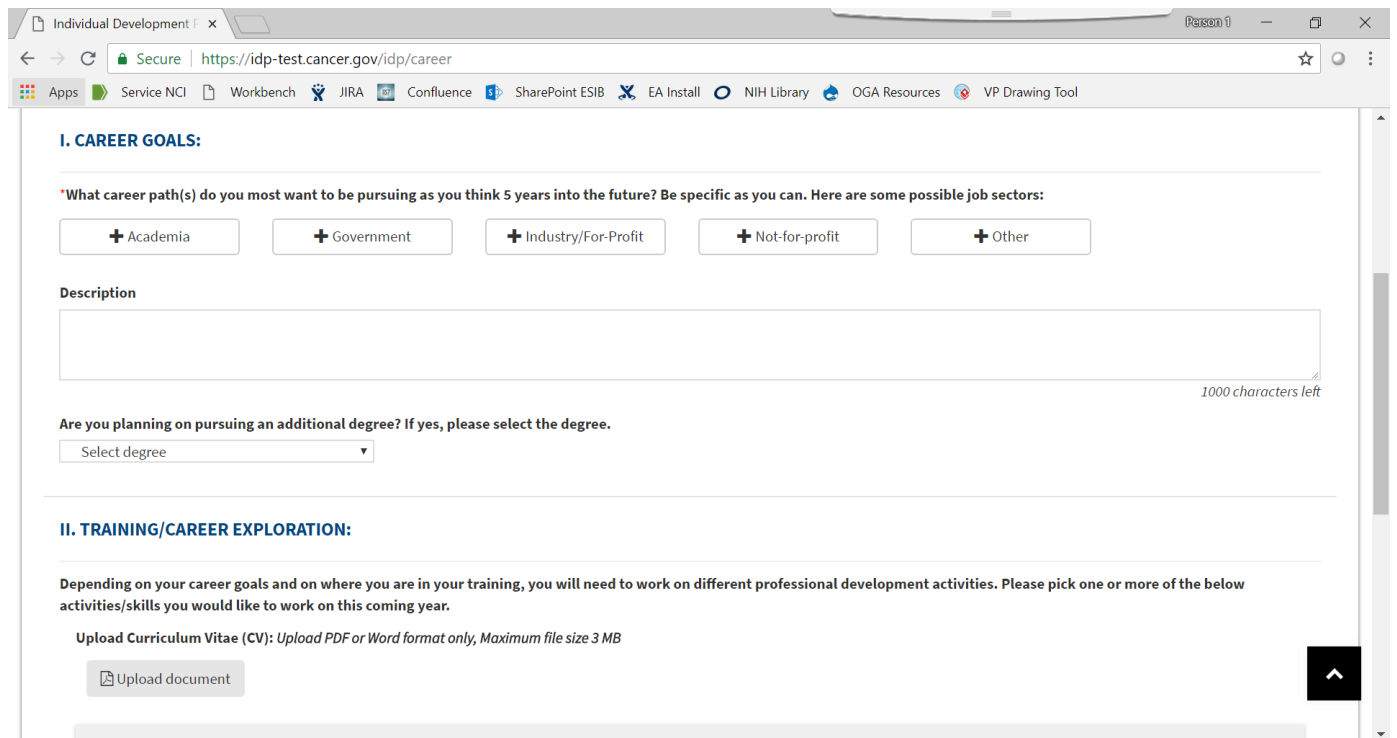
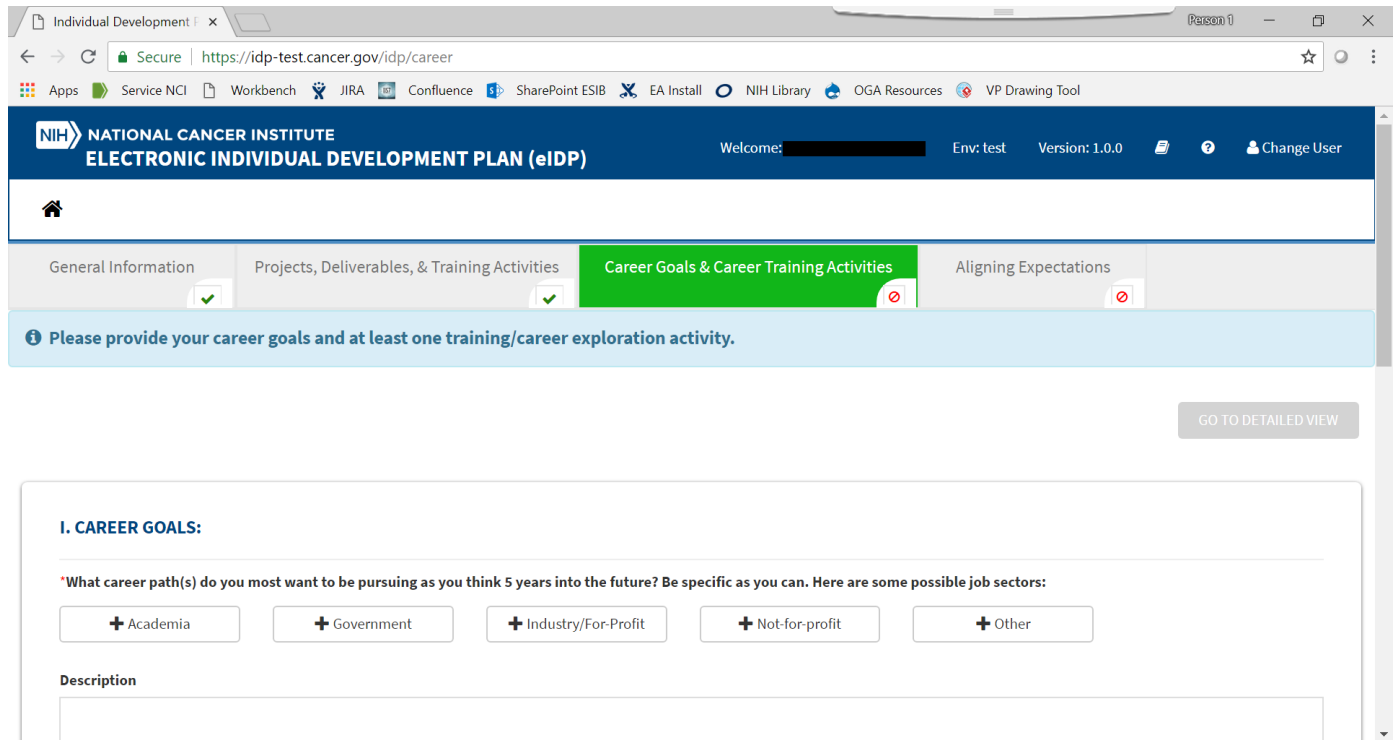
Presentation/Poster ADD +

Others ADD +

PREVIOUS GO TO DETAILED VIEW Save Save and Continue

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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 "Individual Development Plan". The main heading is "II. TRAINING/CAREER EXPLORATION:". Below the heading, 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 name in the top right corner of the browser window.

The screenshot shows a web browser window with the URL <https://idp-test.cancer.gov/idp/alignExpectations>. The page title is "Individual Development Plan". The header includes the NIH logo and "NATIONAL CANCER INSTITUTE ELECTRONIC INDIVIDUAL DEVELOPMENT PLAN (eIDP)". The user is logged in as "Welcome: [redacted]". The environment is "Env: test" and the version is "Version: 1.0.0". There are navigation tabs: "General Information", "Projects, Deliverables, & Training Activities", "Career Goals & Career Training Activities", and "Aligning Expectations" (which is highlighted in green). A blue banner below the tabs says "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 question: "\*Describe your expectation(s) of your mentor; how can your mentor help you to accomplish your goals?". Below the question 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's response.

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

**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:

**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 indicates the URL is <https://idp-test.cancer.gov/idp/trainingDetails>. The page header includes the NIH logo and the text "NATIONAL CANCER INSTITUTE ELECTRONIC INDIVIDUAL DEVELOPMENT PLAN (eIDP)". A welcome message and user information are visible: "Welcome: [Redacted] Env: test Version: 1.0.0 Change User". Below the header, the text "IDP DETAILS FOR: [Redacted]" is followed by a "Print" button. 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)". All text input fields are redacted with black boxes. A green "Edit" button is located in the top right corner of the section.

This screenshot shows the lower portion of the eIDP form. It continues with the "General Information" section, which includes the same fields as the first screenshot, plus "Lab, Branch or Office:", "Lab, Branch or Office Chief/Director Name:", and "NCI Training Division/Office/Center:". The "NCI Training Division/Office/Center" field contains the text "CCR". Below the "General Information" section is a new section titled "Projects, Deliverables, and Training Activities", which also features a green "Edit" button in the top right corner.

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

**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.

complete any project remaining from PhDprogram (if applicable): No

[Print](#) [Send IDP to the Primary Mentor](#)

### History

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

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**NATIONAL CANCER INSTITUTE**  
**ELECTRONIC INDIVIDUAL DEVELOPMENT PLAN (eIDP)**

Welcome: [Redacted] Env: test Version: 1.0.0 [Change User](#)

[Home](#)

IDP Details: [Redacted]

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.

[View your IDP Details](#)

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