

# Attachment 1b - Initial eIDP OMB Burden Statement

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

Welcome to the NCI Fellow Individual Development Plan (IDP)  
An Individual Development Plan (IDP) is a tool to help you establish your training and career goals. You will use this electronic IDP system to map out your short- and long-term projects and career plans. This tool will enable you to identify skills gaps, set goals to address them, and consider how best to utilize your NCI mentors and other resources to be most successful. This electronic IDP system complements, but does not replace, open, respectful, in-person communication between you and your mentor(s).

My IDP AT A GLANCE Completed In Progress Not started View IDP

You must complete all the sections to view your IDP details and take a workflow action.

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

**OMB Burden Statement**  
OMB No.: 0925-XXXX  
Expiration Date: xx/xx/20xx

**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.

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

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

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Electronic Individual Development Plan(eIDP)

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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.