

# Data Collection Tool: NEI electronic Individual Development Plan (eIDP)

NIH NATIONAL EYE INSTITUTE  
ELECTRONIC INDIVIDUAL DEVELOPMENT PLAN (eIDP)
Welcome: Jane Doe   Env: test   Version: 3.0.0   Guides   Help   Change User

## Welcome to the NEI Electronic Individual Development Plan (eIDP)

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 NEI 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).

**Your IDP should be reviewed and approved by all parties (including Lab/Branch/Office Chief) by 04/16/2021 (Overdue) .**

**OMB Burden Statement**  
OMB No: 0925-XXXX  
Expiration Date: XX/XX/XXXX

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 NEI.

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-XXXX). Do not return the completed form to this address.

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

Type	IDP Status	Action Due Date	General Info	Projects	Careers Goals	Aligning Expectations	Action
Initial	Under Trainee's Review	03/05/2021 <span style="background-color: red; color: white; border-radius: 10px; padding: 2px 5px;">206 days Overdue</span>	✓	⚙️	⚙️	✓	<a href="#" style="background-color: #0056b3; color: white; padding: 5px 10px; text-decoration: none;">PROCEED</a>

IDP PROCESS: HOW IT WORKS [SHOW DETAILS](#)

Create Your IDP
Send Your IDP to your Mentor
Submit IDP to Training Director
Meet with your Mentor
Submit IDP to Your Chief
Completed IDP

FAQ's

Learn More and find out what other trainees been asking

Contact your Training Director

Send an email to your Training Director for any questions or concerns

Useful Links

Learn about programs for your career planning

✓ General Information

✗ Projects & Related Deliverables/Training

✗ Career Goals & Career Training Activities

✗ Aligning Expectations

REVIEW & TAKE ACTION

### GENERAL INFORMATION

If any of the non-editable or pre-populated information in this page is incorrect, please contact your Administrative Officer, [Kelly Miller](#) listed in the form below.

**Trainee Name:**  
Jane Doe

*This Gender, Race, and Ethnicity information is intended 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)**

Hispanic or Latino Origin

**Gender:** [To verify/update this information in NED, click here.](#)

Male  Female  Another Designation

Trans Male

**Current Award Date Range:**  
02/05/2021 - 08/24/2021

**Training Plan Initiation Date:**  
02/05/2021

**\*Current year of Training:**  
First

**\*Highest Degree Obtained (to date):**  
DOCTORATE DEGREE

**\*Current Training Title:**  
VISITING FELLOWSHIP

**Administrative Officer:**  
Kelly Miller

PROJECTS & DELIVERABLES

PROJECT-RELATED TRAINING

LEGEND: Status Update Required Deliverable Required

Please expand the sign to view deliverable(s) under each project.

Priority	Project Title	Missing Deliverable?	Description	Created	Last Modified	Status	Actions
1	Project for testing application	None	This is a test description for this project description. We have to have a minimum of 100 characters	08/20/2020			

PROJECT:

\* Please indicate the status of this project:

- Planned
- In Progress
- Completed
- Discontinued

Describe your project and major current responsibilities. For a non-research related project, please enter an objective instead of a project title.

Edit project

\*Project Title:

\*Description:

\*Responsibilities:



General Information



Projects & Related Deliverables/Training



Career Goals & Career Training Activities



Aligning Expectations

Please provide an update on the status of your projects, deliverables, and project-related training by navigating to the appropriate sub tabs and clicking on the icon below. To complete this section, there must be at least one active project and one active deliverable (i.e., planned/applied for or in progress).

PROJECTS & DELIVERABLES

PROJECT-RELATED TRAINING

LEGEND: Status Update Required Deliverable Required

Please expand the sign to view deliverable(s) under each project.

Priority	Project Title	Missing Deliverable?	Description	Created	Last Modified	Status	Actions
1	Project for testing application	None	This is a test description for this project description. We have to have a minimum of 100 characters	08/20/2020			

PROJECT:

\* Please indicate the status of this project:

- Planned
- In Progress
- Completed
- Discontinued

Describe your project and major current responsibilities. For a non-research related project, please enter an objective instead of a project title.

Edit project

\*Project Title:



- General Information
- Projects & Related Deliverables/Training**
- Career Goals & Career Training Activities
- Aligning Expectations

Please provide an update on the status of your projects, deliverables, and project-related training by navigating to the appropriate sub tabs and clicking on the edit icon below. To complete this section, there must be at least one active project and one active deliverable (i.e., planned/applied for or in progress).

[View Previous Year IDP Details in a New Window](#)

REVIEW & TAKE ACTION

PROJECTS & DELIVERABLES

**PROJECT-RELATED TRAINING**

**PROJECT-RELATED TRAINING:**

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?

Classes/Courses/Workshops

ADD +

Travel	Date	Location	Title	Description	Associated to Project	Status	Created	Last Modified	Actions
No	08/13/2020-08/14/2020	Test	Test title	Testing description for training here. This is the description	N/A		08/20/2020		

Interest/Media Group Participation

ADD +

- General Information
- Projects & Related Deliverables/Training
- Career Goals & Career Training Activities**
- Aligning Expectations

Please review and update your career goals as needed. Provide update to the status of the additional degree(s) (if applicable) and the training/career exploration activities by clicking on the edit icon below. To complete this section, there must be at least one training with an active status (i.e. planned or in-progress/ongoing).

[View Previous Year IDP Details in a New Window](#)

REVIEW & TAKE ACTION

**I. CAREER GOALS:**

LEGEND: Status Update Required

Please update (if needed) the career path(s) that you will be pursuing as you think 5 years into the future.

Academia

- Administration
- Communications
- Clinical
- Intellectual Property
- Research
- Project Management

+ Government

+ Industry/For-Profit

+ Not-for-profit

+ Other

**II. TRAINING/CAREER EXPLORATION:**

**Upload Updated Curriculum Vitae/CV (Optional):** Upload PDF or Word format only, Maximum file size 3 MB

Upload Updated CV NEI Commons Overview.docx 

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.

Career Exploration and Networking ADD +

**Skills/Competencies**

Please pick one or more of the below skills you'd would like to work on this coming year.

Communications ADD +
 Leadership and Management ADD +
 Ethics ADD +
 Grant Writing ADD +

Mentoring ADD +
 Scientific Manuscript Review ADD +
 Mandatory Training ADD +
 Others ADD +

Skill/Competencies	Type	Description	Status	Comments	Created	Last Modified	Actions
Communications	Writing	I am good at writing. This is my skill with communications			08/20/2020		
Leadership and Management <span>NEW</span>	Leading or Managing Activities	I need to develop my leadership by taking a scout troop to a remote area with no supplies and surviving	Planned		12/14/2020		 

