

Attachment - Initial eIDP (electronic Individual Development Plan) Trainees

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).

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

Not started | In Progress | Completed

Type	IDP Status	Action Due Date	General Info	Projects	Careers Goals	Aligning Expectations	Action
Initial	Under Trainee's Review	03/05/2021 49 days Overdue	✓	✗	✗	✗	PROCEED

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

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

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

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

Individual Development Plan x +

test.nei.nih.gov/idp/?changeUser=janedoe#

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.

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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

[View Previous Year IDP Details in a New Window](#)
REVIEW & TAKE ACTION

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:** Project for testing application
***Description:** This is a test description for this project description. We have to have a minimum of 100 characters
***Responsibilities:** This is a test responsibilities for this project description. We have to have a minimum of 100 characters

[View Previous Year IDP Details in a New Window](#)
REVIEW & TAKE ACTION

PROJECTS & DELIVERABLES
PROJECT-RELATED TRAINING

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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:

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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/Working Group Participation ADD +

ⓘ 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  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 NEW	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		