<u>**Attachment**</u> **- Email Notification Initial**

IDP email notification to the Trainee

From: <mark><Training Director's Email Address></mark>
To: <mark><Trainee's Email Address></mark>
Cc: <mark><Administrative Officer's Email Address></mark>
Subject: [IDP] **ACTION REQUIRED:** Start your NEI Individual Development Plan
(IDP) **Body:**

Dear <mark><Trainee's First Name Last Name></mark>,

Welcome to the NEI! We are all looking forward to working with you and helping you achieve success in your fellowship. To help you set goals and track your progress, we would like you to fill out an NCI Individual Development Plan (IDP). Initially, your IDP will cover your first year as an NEI fellow, and then you will update it annually.

<u>Here are some tips to get you started:</u>

1. **What is the purpose of the IDP?**
    The IDP is designed to help you organize and summarize your research projects and related deliverables (like manuscripts and talks), consider your career goals, and set training goals and expectations based on your research and career goals. You will navigate through a series of tabs to complete each section.

2. **Is it required?**
    Yes, all NEI trainees are required to complete an IDP and update it annually.

3. **Does anyone help me complete my IDP?**
    You will complete your part of the IDP in collaboration with your mentor(s), who also has a section s/he must complete. Your training director is available to help too, and, along with your branch chief, will sign off on the final version.

4. **By when do I need to start/complete my IDP?**
    You'll need to submit your IDP to your Primary Mentor by no later than <mark><4 weeks from the Initiation Date></mark>. Your IDP must be reviewed and completed by <mark><10 weeks from the Initiation Date ></mark>.

5. **How do I access it?**
    To begin your IDP, please log into the NEI IDP site – https://neipapps.nei.nih.gov/idp/.
    You will navigate through a series of tabs to complete the IDP. Please be as thorough as possible in filling it out. Please contact your mentor or training director if you have any questions

as you complete the form. Once you're done, your mentor will have an opportunity to review it, add his/her comments, and then send it back to you for review and, if needed, edits. You can work back and forth like this for up to 3 times, then the document will go to your training director for review.

If you have questions regarding this message, or if you think you might have received this in error, please reply to this email.

Thank you!

<Training Director's First and Last Name>