Dear <Trainee's First and Last Name>,

Welcome to NIAID! 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, please complete an NIAID Individual Development Plan (IDP). Initially, your IDP will cover your first year as an NIAID Trainee, and then you will have an opportunity to update your IDP each year.

What is the purpose of the IDP?

The IDP is designed to help you organize and summarize your projects and related deliverables (such as manuscripts, white papers, and presentations), consider your career goals, and set training goals and expectations based on your projects and career goals. You will navigate through a series of tabs to complete each section.

Is it required?

Yes, all NIAID trainees are required to complete an IDP and update it annually.

Does anyone help me complete my IDP?

It is never too early to have a conversation with your mentor about your career and professional goals. 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 (TD) and Program Coordinators are available to help at any point in the process. Your TD chief will review and sign off on the final version of the IDP.

When do I need to start/complete my IDP?

You'll need to submit your IDP to your Primary Mentor no later than <4 weeks from the Initiation Date>. Your IDP must be reviewed and completed by <10 weeks from the Initiation Date>.

How do I access it?

To begin your IDP, please log into the NIAID IDP site using your NIH credentials – https://idp.nih.gov/niaid/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, training director, or program coordinator 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, make edits. You may send the IDP back and forth with edits and comments to your mentor up to three (3) times, after which the IDP will go to your training director for review.

Attached poster (pdf) and trainee user guide (pdf) documents will provide a high-level overview and information to help you navigate through the eIDP system.

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>