

## Attachment 1 - Initial eIDP (electronic Individual Development Plan) Trainees Screenshots

Note: Black boxes indicate a person's name that has been blacked out.

### 1. Trainee Landing Page

Note: OMB Burden Statement is displayed on the Trainee's Landing Page.

**Welcome to the NIAID Electronic Individual Development Plan (eIDP)**

An Individual Development Plan (IDP) is a tool to help you establish your training and career goals. Mapping out your short-and long-term projects and career plans will help you be more intentional about the experience you have during your fellowship. You will use the eIDP system to work with your mentor(s) to align expectations, identify skill gaps, set goals to address them, and create a research and career plan. The eIDP 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 by 07/13/2022 .

**You must complete the General Information section to navigate to the other sections of the IDP.**

Not started | In Progress | Completed

Type	IDP Status	Action Due Date	General Info	Projects	Careers Goals	Aligning Expectations	Action
Initial	Not Started	05/13/2022 <b>5 days Overdue</b>	Not started	Not started	Not started	Not started	<a href="#">START IDP</a>

**USEFUL LINKS**

- 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

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

Create Your IDP | Send Your IDP to your Mentor | Submit IDP to Training Director | Final IDP Review with Mentor | Completed IDP

**OMB Burden Statement OMB No: 0925-0046 Expiration Date: 11/30/2022**


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 NIAID.

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.

[Accessibility](#) | [Disclaimer](#) | [Website Policies & Notices](#) | [FOIA](#) | [No Fear Act Data](#) | [Privacy Policy](#)

[NIAID Public Website](#) | [NIAID Employee Intranet](#) | [NIH Employee Intranet](#) | [NIH OHR Intra HR](#) | [NIH Public Website](#) | [HHS Intranet](#) | [HHS Public Website](#) | [USA.gov](#)

## 2. General Information tab

 National Institute of Allergy and Infectious Diseases

Electronic Individual Development Plan (eIDP)

Welcome: [REDACTED]

[Guides](#) [Help](#) [About](#)

[USEFUL LINKS](#)

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, [Mary Marsh](#) listed in the form below.

Trainee Name: Aaron Bestor	NED ID: 0011505681	NIAID Lab/Section: NIAID DIR OOM OSSB	ORCID ID: <a href="#">Create/Register ORCID ID</a> XXXX-XXXX-XXXX-XXXX
-------------------------------	-----------------------	--	---

*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)

Select Ethnicity

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

☒ Male ☐ Female ☐ Another Designation

Entry-on-Duty (EOD) Date: 09/16/2007	Training Plan Initiation Date: 03/30/2022	*Most Recent Degree or Career Stage Completed: Select Most Recent Degree	*Current Training Title: Select Training Title
Administrative Officer: Mary Marsh	*Primary Mentor (Principal Investigator): Enter Last Name, First Name	Do you have a Co-Primary Mentor? <input type="radio"/> Yes <input type="radio"/> No	Additional Mentor(s) Optional: Enter Last Name, First Name <a href="#">add more</a>
Training Director: Katie Soucy	NIAID Training Division/Office/Center: VRC		
External Mentor(s):	External Mentor(s) Affiliation:		

[PREVIOUS](#)

REVIEW & TAKE ACTION

Save

Save and Continue

[Accessibility](#) | [Disclaimer](#) | [Website Policies & Notices](#) | [FOIA](#) | [No Fear Act Data](#) | [Privacy Policy](#)  
[NIAID Public Website](#) | [NIAID Employee Intranet](#) | [NIH Employee Intranet](#) | [NIH OHR Intra HR](#) | [NIH Public Website](#) | [HHS Intranet](#) | [HHS Public Website](#) | [USA.gov](#)

### 3. Projects & Related Deliverables/Training tab – Projects and Deliverables

Note: see Attachment 1a for an expanded view of the Project Deliverables.

The screenshot shows the NIAID eIDP interface. The top navigation bar includes the NIH logo, 'Electronic Individual Development Plan (eIDP)', and a 'Welcome' message. Below the navigation bar, there are tabs for 'General Information', 'Projects & Related Deliverables/Training' (which is active), 'Career Goals & Career Training Activities', and 'Aligning Expectations'. A message states: 'Please provide at least one project, deliverable, and a training related to your project.' The 'PROJECTS & DELIVERABLES' tab is selected, showing a form with the following sections:

- PROJECT:** Provide a brief description of your project and list your major responsibilities. If you have multiple projects, you will be able to enter information for additional projects once you input your first entry and click Save.
  - \*Project Title:** Text input field with a 15 Minimum character limit and 500 Character limit.
  - \*Description:** Text input field with a 100 Minimum character limit and 1000 Character limit. Example text: 'For Example: What are you planning on doing?, What are the skills and techniques that you are aiming to learn?'.
  - \*Responsibilities:** Text input field with a 50 Minimum character limit and 1000 Character limit.
- Deliverables Planned:** Please complete at least one deliverable related to your project that you plan to complete this year.
  - Publication: Text input field with an 'ADD +' button.
  - Presentation: Text input field with an 'ADD +' button.
  - Awards/Research Funding: Text input field with an 'ADD +' button.
  - Other Type of Deliverable: Text input field with an 'ADD +' button.

At the bottom of the form, there are buttons for 'PREVIOUS', 'REVIEW & TAKE ACTION', 'Save', 'Save and Continue', and 'Cancel'. The footer includes links for Accessibility, Disclaimer, Website Policies & Notices, FOIA, No Fear Act Data, Privacy Policy, and various public and intranet websites.

### 4. Projects & Related Deliverables/Training tab – Project-Related Training

Note: see Attachment 1a for an expanded view of the Project-related Training.

The screenshot shows the NIAID eIDP interface, similar to the previous one, but with the 'PROJECT-RELATED TRAINING' tab selected. The form contains the following sections:

- PROJECT-RELATED TRAINING:** 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: Text input field with an 'ADD +' button.
  - Interest/Working Group Participation: Text input field with an 'ADD +' button.
  - Other Training Activities: Text input field with an 'ADD +' button.

At the bottom of the form, there are buttons for 'PREVIOUS', 'REVIEW & TAKE ACTION', 'Save', and 'Save and Continue'. The footer is identical to the previous screenshot.

## 5. Career Goals & Career Training Activities tab

Note: See Attachment 1b for an expanded view of Career Goals and Career Training Activities.

The screenshot shows the 'Career Goals & Career Training Activities' tab in the NIAID eIDP system. The browser address bar shows 'idp-test.cancer.gov/idp/career'. The NIH logo and 'Electronic Individual Development Plan (eIDP)' are at the top. A navigation bar shows four tabs: 'General Information' (active), 'Projects & Related Deliverables/Training', 'Career Goals & Career Training Activities', and 'Aligning Expectations'. A message states: 'Please provide your career goals and at least one training/career exploration activity.' A 'REVIEW & TAKE ACTION' button is in the top right.

**I. CAREER GOALS:**

\* What long-term career path(s) are you considering at this time?

+ Academia   + Government   + Industry/For-Profit   + Not-for-profit   + Other

**Description** (Provide your next steps, more detailed career goals, and any other relevant information)

1000 characters left

\* Are you planning on pursuing additional degree(s)? If yes, please select the degree(s), otherwise select "Not pursuing a degree".

Select Additional Degrees   add more

**II. TRAINING/CAREER EXPLORATION:**

Upload Curriculum Vitae/CV: \*Upload PDF or Word format only, Maximum file size 3 MB

Upload document

\* 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.

Job Search Preparation   ADD +

Graduate/Professional School Preparation   ADD +

**Skills/Competencies**

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

Communication   ADD +   Leadership, Management, and Professionalism   ADD +   Responsible Conduct of Research and Ethics   ADD +   Manuscript and Grant Writing   ADD +

Teaching and Mentoring   ADD +

Scientific Review   ADD +   Mandatory Training   ADD +   Others   ADD +

PREVIOUS   REVIEW & TAKE ACTION   Save   Save and Continue

Accessibility | Disclaimer | Website Policies & Notices | FOIA | No Fear Act Data | Privacy Policy

NIAID Public Website | NIAID Employee Intranet | NIH Employee Intranet | NIH OHR Intra HR | NIH Public Website | HHS Intranet | HHS Public Website | USA.gov

6. Aligning Expectations tab

idp-test.cancer.gov/idp/alignExpectations

Apps1 - NCI Work Tools2 - Application Links3 - NCI Support4 - Unissant5 - GovCIOApplicationTelework - test user...Telework - Approve...Other bookmarksReading list

NIH

National Institute of Allergy and Infectious Diseases

Electronic Individual Development Plan (eIDP)

Welcome: [redacted]

GuidesHelpAbout

USEFUL LINKS

General Information

Projects & Related Deliverables/Training

Career Goals & Career Training Activities

Aligning Expectations

Please provide the required information that is indicated with an asterisk.

REVIEW & TAKE ACTION

ALIGNING EXPECTATIONS:

\* What are your expectations of your mentor(s)? What do you need from them to successfully accomplish your research and career goals this year?

Note: When you meet with your mentor, ensure that you discuss their expectations of you and any event or activity that might affect your productivity. If you need help completing this section, please contact your Program Coordinator.

50 minimum characters left

ADDITIONAL COMMITMENTS:

\* I need to discuss potential time required to complete any project remaining from previous program (If applicable):

Yes

No

Describe, if applicable:

4 PREVIOUS

REVIEW & TAKE ACTION

Save

Accessibility | Disclaimer | Website Policies & Notices | FOIA | No Fear Act Data | Privacy Policy

NIAID Public Website | NIAID Employee Intranet | NIH Employee Intranet | NIH OHR Intra HR | NIH Public Website | HHS Intranet | HHS Public Website | USA.gov

Page 5 of 8

## 7. Review and Submit IDP to the Primary Mentor

idp-test.cancer.gov/idp/trainingDetails

Apps1 - NCI Work Tools2 - Application Links3 - NCI Support4 - Unissant5 - GovCIOApplicationTelework - test user...Telework - Approve...myNCI Home | my...Other bookmarksReading list

National Institute of Allergy and Infectious Diseases

Electronic Individual Development Plan (eIDP)

Welcome: [REDACTED]

GuidesHelpAbout

USEFUL LINKS

IDP DETAILS FOR: [REDACTED]

View Previous Year IDP Details in a New WindowPrint

Go back to HomeCLICK HERE TO SCROLL TO THE BOTTOM OF THIS PAGE TO TAKE AN ACTION.

General Information

Edit

Trainee Name: [REDACTED]

NED ID: [REDACTED]

NIAID Lab/Section: NIAID DIR LIR HSIS

ORCID ID: [REDACTED] [ORCID Profile](#)

The Gender, Race, and Ethnicity information is to collect aggregate data and will be used for reporting purposes only

Race: Black or African American

Ethnicity: Not Selected

Gender: Female

Current Award Date Range: 07/20/2021-07/19/2022

Training Plan Initiation Date: 01/12/2022

Current year of Training: Second

Most Recent Degree or Career Stage Completed: BACHELOR'S DEGREE

Current Training Title: POST BACCALATE-IRTA

Administrative Officer: [REDACTED]

Primary Mentor (Principal Investigator): [REDACTED]

Co-Primary Mentor's Name: [REDACTED]

Training Director: [REDACTED]

NIAID Training Division/Office/Center: DIR

External Mentor(s):

External Mentor(s) Affiliation:

Projects & Related Deliverables/Training

Edit

PROJECTS & DELIVERABLES:

Priority	Project Title	Description	Responsibilities	Status	Created	Last Modified
1	Describe your project and major current responsibilities. For a non-research related project, please enter an objective instead of a project title.	Describe your project and major current responsibilities. For a non-research related project, please enter an objective instead of a project title.	Describe your project and major current responsibilities. For a non-research related project, please enter an objective instead of a project title.	In Progress	01/07/2022	02/22/2022

DELIVERABLES

Type of Deliverable	Travel	Date	Location	Type	Name of Award/Funding Mechanism	Meeting/Conference Name	Title	Description	Status	Created	Last Modified
Publication	N/A	03/2024 (Target)	N/A	Manuscript	N/A	N/A	Describe your project and major current responsibilities. For a non-research related project, please enter an objective instead of a project title.	Describe your project and major current responsibilities. For a non-research related project, please enter an objective instead of a project title.	In Preparation	01/07/2022	02/22/2022
Presentation	No	01/07/2022	jdjg	Oral	N/A	Describe your project and major current responsibilities. For a non-research related project, please	Describe your project and major current responsibilities. For a non-research related project, please enter an objective instead of a project title.	Describe your project and major current responsibilities. For a non-research related project, please enter an objective instead of a project title.	Planned	01/07/2022	02/22/2022

PROJECT-RELATED TRAINING:

Type of Training Activity	Travel	Date	Location	Type	Title	Description	Associated to Project	Status	Created	Last Modified
Interest/Working Group Participation	N/A	01/05/2022	hfhfy	N/A	Describe your project and major current responsibilities. For a non-research related project, please enter an objective instead of a project title.	Describe your project and major current responsibilities. For a non-research related project, please enter an objective instead of a project title.	• Describe your project and major current responsibilities. For a non-research related project, please enter an objective instead of a project title.	Ongoing	01/07/2022	02/22/2022
Classes/Courses /Workshops	No	01/07/2022-02/01/2022	sdfeee	N/A	Describe your project and major current responsibilities. For a non-research related project, please enter an objective instead of a project title.	Describe your project and major current responsibilities. For a non-research related project, please enter an objective instead of a project title.	• Describe your project and major current responsibilities. For a non-research related project, please enter an objective instead of a project title.	In Progress	01/07/2022	02/22/2022

Page 6 of 8

Page 7 of 8

8. IDP Submission Confirmation message

