



# Brown BioMed

DIVISION OF BIOLOGY AND MEDICINE

Date: June 30, 2014

Subject: New Individual Development Plan Requirement for Graduate Students & Postdocs

To: Department Chairs, Department Managers, Graduate Program Directors, Graduate and Postdoctoral Mentors, Graduate Students, Postdoctoral Trainees

From: Elizabeth O. Harrington, Ph.D., Associate Dean for Graduate & Postdoctoral Studies

cc: Dean Jack Elias, Associate Dean Edward Hawrot, Mary Norton

In response to the National Institutes of Health (NIH) notice [NOT-OD-13-093](#) regarding the use of individual development plans (IDP) for graduate students and postdoctoral trainees, effective tomorrow, July 1, 2014 the Division of Biology & Medicine of Brown University will require:

- All incoming, matriculating students to complete and submit an IDP to both the Graduate Program Directors and the Office of Graduate & Postdoctoral Studies (OGPS) by the end of their first semester;
- All postdoctoral trainees to complete and submit an IDP to both their mentor and the OGPS at the time of their initial appointment, or upon their next re-appointment;
- All graduate students and postdoctoral trainees to submit an updated IDP to the Graduate Program Directors or mentors, respectively, as well as the OGPS, every 4 years, if not sooner.

NOTE: Students and postdoctoral trainees may submit an earlier version of an IDP that they have completed as long as it was initially completed within the last few years and has been reviewed/discussed with their Graduate Program Directors and/or mentors.

The OGPS will be tracking completion of the IDP and will maintain a record of IDP completion in the Banner system for graduate students and in the personnel file for postdoctoral trainees.

The link to complete the IDP for BioMed can be found at: <http://www.brown.edu/about/administration/biomed/graduate-postdoctoral-studies/individual-development-plan>. A word form of the IDP form can also be downloaded from our website and be used as a template for the trainees to fill out the fields. These fields can then be cut and pasted into the IDP google document for formal submission to my office.

To assist in the completion of the IDP, my Office will review the IDP during the RCR course and require the students to complete this document for successful completion of the course, as well as host a seminar this fall to review the rationale for this document and the components of the IDP.

Please do not hesitate to contact me or my Office staff to discuss the new requirements and plan of implementation in BioMed.

Thank you, Beth