

**Individual Development Plan**

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| **Name** |  | **Year** |  |

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| **LEARN: Goals & Motives** | | |
| What are my research project goals? How will I address ongoing education in the responsible conduct of research? What are my current career goals? | | |
| **Early Career (Short-Term)** | **Mid Career (Mid-Term)** | **Late Career (Long-Term)** |
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| **ENGAGE: Professional Development** | | |
| How do I plan to engage in professional networks and conferences to connect to future opportunities? What are my anticipated publications or projects (if any)? | | |
| **Early Career (Short-Term)** | **Mid Career (Mid-Term)** | **Late Career (Long-Term)** |
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| **ACTIVATE: Skill Development Opportunities** | | |
| What further research activity do I need to undertake before starting the job search? What other professional training (course work, teaching activity) will I undertake? | | |
| **Early Career (Short-Term)** | **Mid Career (Mid-Term)** | **Late Career (Long-Term)** |
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| **FOSTER: Personal Wellness** | | |
| How will I maintain and preserve my personal wellness (mentally and physically) during my time at Vanderbilt? What fellowships or funding will I apply for to ensure financial stability and personal growth? How will I manage time and stress? | | |
| **Early Career (Short-Term)** | **Mid Career (Mid-Term)** | **Late Career (Long-Term)** |
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| **Needs Improvement Highly Proficient**  **1 2 3 4 5** | **IDP 1 Date:** | **IDP 2 Date:** | **IDP 3 Date:** | **IDP 4 Date:** |
| **Scientific Knowledge** |  |  |  |  |
| Broad based knowledge in my area |  |  |  |  |
| Deep knowledge in my specific area |  |  |  |  |
| Critical evaluation of research literature |  |  |  |  |
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| **Research Skills** |  |  |  |  |
| Technical skills related to my specific area |  |  |  |  |
| Research design in my discipline and specific area |  |  |  |  |
| Qualitative design and mixed methods |  |  |  |  |
| Quantitative design and research methods |  |  |  |  |
| Managing data sets |  |  |  |  |
| Analysis of data |  |  |  |  |
| Interpretation of data |  |  |  |  |
| Creativity/Innovative thinking |  |  |  |  |
| Navigating the peer review and publication process |  |  |  |  |
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| **Communication** |  |  |  |  |
| Basic writing and editing |  |  |  |  |
| Writing for professional publications |  |  |  |  |
| Writing grant proposals |  |  |  |  |
| Writing for non-scientists |  |  |  |  |
| Speaking clearly and effectively |  |  |  |  |
| Preparing visuals and handouts for presentations |  |  |  |  |
| Presenting research to my discipline |  |  |  |  |
| Presenting research to non-disciplinary/ public |  |  |  |  |
| Teaching in a classroom setting |  |  |  |  |
| Training and mentoring individuals |  |  |  |  |
| Seeking advice from mentors |  |  |  |  |
| Negotiating difficult conversations |  |  |  |  |
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| **Professionalism** |  |  |  |  |
| Demonstrating workplace etiquette |  |  |  |  |
| Complying with rules and regulations |  |  |  |  |
| Upholding commitments and meeting deadlines |  |  |  |  |
| Maintaining positive relationships with colleagues |  |  |  |  |
| Contributing to the discipline/profession |  |  |  |  |
| Contributing to the university |  |  |  |  |
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| **Management & Leadership Skills** |  |  |  |  |
| Providing instruction and guidance |  |  |  |  |
| Providing constructive feedback |  |  |  |  |
| Dealing with conflict |  |  |  |  |
| Planning and organizing projects |  |  |  |  |
| Time management |  |  |  |  |
| Developing/managing budgets |  |  |  |  |
| Managing data and resources |  |  |  |  |
| Delegating responsibility |  |  |  |  |
| Leading and motivating others |  |  |  |  |
| Creating vision and goals |  |  |  |  |
| Serving as a role model |  |  |  |  |
| **Needs Improvement Highly Proficient**  **1 2 3 4 5** | **IDP 1**  **Date:** | **IDP 2 Date:** | **IDP 3 Date:** | **IDP 4 Date:** |
| **Responsible Conduct of Research** |  |  |  |  |
| Careful recordkeeping practices |  |  |  |  |
| Understanding of data ownership/sharing issues |  |  |  |  |
| Demonstrating responsible authorship and publication practices |  |  |  |  |
| Demonstrating responsible conduct in human research |  |  |  |  |
| Demonstrating responsible conduct in animal research |  |  |  |  |
| Identifying/addressing research misconduct |  |  |  |  |
| Identifying/managing conflict of interest |  |  |  |  |
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| **Career Advancement** |  |  |  |  |
| Knowing how to build and maintain a professional network |  |  |  |  |
| Being able to identify career options |  |  |  |  |
| Preparing application materials |  |  |  |  |
| Interviewing for jobs |  |  |  |  |
| Negotiating job salary, benefits, and resources |  |  |  |  |
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| **Personal Well-Being** |  |  |  |  |
| Maintaining a schedule of physical exercise |  |  |  |  |
| Meeting new people and building personal networks |  |  |  |  |
| Balancing work and life |  |  |  |  |
| Negotiating life changes and job with spouse/partner/family |  |  |  |  |
| Building financial well-being |  |  |  |  |
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| **Other (write in)** |  |  |  |  |
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