Date: January 9, 2015

Subject: New Individual Development Plan Requirement for Graduate Students and Postdocs Supported by NIH Funding

To: Department Chairs, Department Managers, Directors of Graduate Study, Graduate Students, Postdoctoral Trainees

From: Peter Weber, Dean of the Graduate School and Kevin McLaughlin, Dean of the Faculty

In response to the National Institutes of Health (NIH) notice NOT-OD-13-093 regarding the use of Individual Development Plans (IDPs) for graduate students and postdoctoral trainees who receive NIH funding support, the Graduate School and Office of the Dean of the Faculty will require:

- All incoming and matriculated graduate students who receive NIH funding to complete and submit an IDP to their Director of Graduate Study by the end of their first semester or current semester, respectively;
- All postdoctoral trainees to complete and submit an IDP to their mentor at the time of their initial appointment, or upon their next re-appointment;
- All graduate students and postdoctoral trainees who receive NIH funding to submit an updated IDP to their Director of Graduate Study or mentor every year thereafter.

NOTE: Currently, the NIH is not requiring that this information be reported back but we anticipate this will occur in the near future.

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 1-3 years and has been reviewed/discussed with their Director of Graduate Study or mentor.

The Graduate School will ask Directors of Graduate Study to track the completion of the IDP in the Banner system (GSIM) for graduate students, and the Office of the Dean of the Faculty encourages departments to record this information in the personnel file of postdocs.

The link to complete the IDP form can be found at: http://www.brown.edu/academics/gradschool/individual-development-plan.

Thank you, Peter and Kevin