CREATING AN INDIVIDUAL DEVELOPMENT PLAN (IDP)
Adapted from the UW MCB IDP
2014

Preparing to write your IDP
The purpose of an IDP is to prepare you for your future career. It is important that you think carefully about your career goals and the skills that you need to be successful in your job search and your career. It is likely that your career success will require a range of skills. Your mentor and other resources at the Hutch will be helpful, but you must take primary responsibility for your career preparation.

The most effective way to begin this process is to define your career interest(s) based on your strengths and the jobs that you might want in different employment sectors (e.g., academia, industry, non-profit, government, or research-related careers). If you find it difficult to identify your career interests, you should arrange to meet with the Director of the Office of Scientific Career Development, Karen Peterson [kpeterso@fhcrc.org], to discuss which career(s) might be the best fit for you. There are also a number of useful resources on the web.

Information and training in three major career tracks is provided by the Office of Scientific Career Development [http://www.fhcrc.org/oscd] and the Student-Postdoc Advisory Committee [http://www.fhcrc.org/spac]:
1. Ivory Tower Quest, focusing on academic careers at research universities and primarily undergraduate institutions
2. Exploration Program for Industry Careers (EPIC), focusing on careers in the biotech industry
3. First Fridays, which features speakers who are in research-related careers

Additional resources include:
- The UW Bioscience Careers seminars [http://courses.washington.edu/phd/]
- The UW Future Faculty Fellows Program provides training and information for faculty careers [http://www.uwmedicine.org/research/events/future-faculty]
- The Institute for Translational Health Sciences [www.iths.org] has professional development workshops and a video library of past events
- The National Institutes of Health has a video library and webinars of professional development workshops [https://www.training.nih.gov/for_trainees_outside_the_nih]
- The National Postdoctoral Association [http://www.nationalpostdoc.org/] has developed a list of core competencies for scientists: [http://www.nationalpostdoc.org/publications-5/competencies]
- AAAS has developed an exceptional tool for IDPs (myidp): http://myidp.sciencecareers.org

Crafting your IDP
Once you know your specific career goals, you need to consider what skills are needed to be successful in that career and how you will develop those skills and gain experience. You should involve your mentor in helping you determine what skills you need and how you will address those needs. This template will guide you in: 1) acquiring discipline specific knowledge and research skills; 2) gaining skills in written and oral communication, including teaching; 3) development of professionalism, management, and leadership skills.

For each goal, identify how you will accomplish the goal and the time by which the goal will be met. No plan exists until the individual steps are determined and a time line is defined. If you can’t decide your career path right now, define what you need to know to make a decision, how you will obtain that information, and the time period over which you will work on determining your path. Execute that plan and then develop the actual IDP as your specific career goals become better defined.

Once you have drafted your IDP, meet with your mentor(s) to discuss the draft, and schedule regular meetings to review and assess your progress. Make use of as many mentors as you find helpful—you will find that most people are very willing to help guide you in creating your goals and defining what mentoring you need. Your IDP should be considered a living document that will evolve over time as you move through your training. You will likely expand different sections of the IDP as you advance in your career. You will be expected to update it at least annually and perhaps after quarterly or semi-annual meetings with your mentor(s).
1. Career Goals
Identify your existing strengths and the gaps in your knowledge or experience, then think of ways to fill those gaps during your time at the FHCRC.

I. Overall career goal (as of now -- you can change your mind later)

Research Scientist in industry in Seattle

II. What do you want to be doing in 5-10 years? (long-term objectives)

Research Scientist in industry

III. What do you want to accomplish in the next year? (short-term goals; be specific)
Publish results that I’ve been working on for the past 1.5 years
Move forward on my projects
Meet more people working in industry in Seattle, make contacts with companies
Attend at least one conference to present a talk/poster and network

2. Acquiring of Discipline-Specific Knowledge and Research Skills

I. Briefly describe your research project goals (1 paragraph).

This section would contain very specific information about your project

II. What specific skills or expertise (methods, techniques, specific courses, etc) do you need to learn to reach these goals?

This section would contain very specific information about your project

3. Development of Career Skills

I. Development of communication skills (List specific areas to improve, e.g., grant writing, manuscript writing, poster and oral presentations, science writing for the public, networking)
Take workshops on:
- CV/Resume development
- Networking
- Grantwriting
Give journal club talk
Give Friday night seminar talk
Present poster or give talk at conference
Project Management Certificate via UW Continuing Education? Talk to someone who has done this to learn more

II. **Gaining experience in teaching or public outreach** (list specific teaching opportunities, formal or informal training in didactics)
I love teaching and outreach and want to do more.
- Ask PI if I can give a lecture to her MCB course
- Offer to guest lecture at local PUI in town
- Apply for NMSU-FHCRC Cancer Teaching Fellow Program
- Volunteer for Life Science Research Day at Pacific Science Center
- Science Fair judge at local elementary school
- Give “Science for Staff” talk on my research
- Give Cancer Biology 100 lecture on model organisms

III. **Developing mentoring skills** (list previous and potential opportunities for training)
Mentor an SEP teacher in the summer
Mentor a graduate student
Mentor a high school student in their NWABR research project

IV. **Other opportunities for developing skills in leadership, time management etc.**
Participate in SPAC
Participate in AWIS and WIB
Volunteer for WBBA event

4. **Setting Goals for Progress**

I. **Anticipated oral or poster presentations**: (list dates of presentations, if possible)
Conference of Most Excellent Research, July 8-12, Tampa
Will apply to give talk

II. **Anticipated publications**: (describe anticipated titles/topics of manuscripts and anticipated dates of submission; include both first author and collaborative publications)
First Authorship:
Finishing manuscript and plan to submit to Journal of Most Excellent Research before July 2015
Co-authorship:
Co-author on collaborator’s paper. Plan is currently to submit to Journal of Most Awesome Research by April 2015.

III. **Applications for funding**: (list specific source of potential funding and type of award, with expected submission dates)
Applying to:
- Jane Coffin Childs Foundation, Feb 2015
- Damon Runyon Fellowshpi Award, Mar 2015
5. Planning to Move to the Next Step in Your Career

I. Key contacts to make to explore career options and investigate leads.

Contacts to make at local biotech companies:
- Seattle Genetics
- Juno
- Adaptive Biotechnologies
- Immune Design
- Others?

Attend AWIS and WIB meetings to meet more people
Volunteer at WBBA event to meet more people

II. Potential sources for letters of reference (cultivate these relationships early).

My PI
The lab we collaborate with
My grad school PI

III. Development of CV/resume, research summary, etc.

Need to have this done for fellowship applications. Working on updating it. Plan to show to Karen Peterson for feedback

IV. Other actions to facilitate the move to your next position (e.g. meeting with the Director of the Office of Scientific Career Development, attending Ivory Tower Quest, EPIC, or First Friday events, other professional development, informational interviews, networking).

Apply and participate in EPIC this year and next year
Meet with Karen Peterson to get contacts at local companies
Attend First Friday events that are relevant to industry
Ask for informational interviews with scientists at the companies I’m interested in
Think about offering to give a talk at these companies to further increase my network (Maybe next year…)
Apply to get business cards via the SPAC business card program