**University of Pittsburgh-Mozambique HIV Research Training Program (Pitt-MozHRTP)**

**Trainee Individual Development Plan**

**NAME:**

DEPARTMENT:

GRADUATE PROGRAM/DEGREE:

TRAINING START DATE:

DATE OF PLAN:

A Trainee Individual Development Plan (IDP) is a tool that outlines long-term and short-term objectives that you and your graduate advisor have identified as important steps in your professional development. Regular reflection on these goals and competencies and planned steps toward achieving them will help ensure that you achieve your educational and career-preparation aims during your degree or post-doctoral program.

This form is intended as a guide only – a tool to help you and your advisor sit down and talk about your plans and needs. No particular element of this form is required, and you and your advisor should feel free to deviate from it as appropriate for your situation.

*Before developing your IDP, please visit:*

[*https://grad.wisc.edu/professional-development/individual-development-plan/*](https://nam05.safelinks.protection.outlook.com/?url=https%3A%2F%2Fgrad.wisc.edu%2Fprofessional-development%2Findividual-development-plan%2F&data=02%7C01%7CMVS29%40pitt.edu%7Cb500589bd779454977d908d7a4e619b9%7C9ef9f489e0a04eeb87cc3a526112fd0d%7C1%7C0%7C637159180490630880&sdata=tpyczTMIcy2BegRf%2BOTGShgrpQF9nC9ut7Qb0560obc%3D&reserved=0)

**1. Career Goals:**

Please indicate one or more career goals that you are considering, for example, “university faculty”, “pharmaceutical industry scientist”, “government scientist”, or “work for an international NGO”. How sure are you? Are you set on one particular goal, or are you still exploring a number of options?

**2. Research Goals**

Short-term goals, such as learning objectives and skill acquisition, may be established annually, whereas long-term goals might be established initially and revisited as needed. You are not limited to three goals – add rows as needed.

|  |  |  |
| --- | --- | --- |
| **Research Goals (beyond specific aims of study)** | | **Timeline** |
| Goal 1 |  |  |
| Steps/Training  (What will you need to accomplish this goal?) |  |  |
| Outcomes |  |  |
|  | | |
| Goal 2 |  |  |
| Steps/Training  (What will you need to accomplish this goal?) |  |  |
| Outcomes |  |  |
|  | | |
| Goal 3 |  |  |
| Steps/Training  (What will you need to accomplish this goal?) |  |  |
| Outcomes |  |  |

\* Completed; # ongoing

**3. Skill Development**

The following list represents a wide range of potential graduate student skill development.

1. Discipline-specific knowledge (areas of “mastery” and “familiarity”)

2. Applied skills in the discipline (e.g. “program evaluation,” “SAS,”)

3. Clinical skills

4. Management and leadership skills

5. Professionalism and ethics

6. Professional writing (e.g. grant or proposal writing, scientific paper writing)

7. Research and scholarship skills (e.g. literature search, bioinformatics tools)

8. Teaching skills

9. Other communication skills (e.g. oral presentations, research posters)

10. Job Search Skills

These categories are only suggestions. Feel free to add and subtract categories as appropriate. Note the skills you want to develop below, and add more entries if needed.

**4. Advisors/Mentors**

List your formal mentors (advisor or advisors and committee members). If you are early in your graduate career, you may not have all of these individuals named yet. More details below.

* **Primary Advisor/Mentor**Your primary advisor will generally be based at NICD and/or Wits, and you will have the most communication with them.
  + Name:
  + University/Organization:
  + Division:
  + Title:
  + Department:
  + **Role**:
  + **Strategy for communication**:
* **Other Formal Advisor/Mentor**This could be your U.S.-based mentor—who you will be communicating with/training under while at the CDC or at Pitt. If you don’t know who this will be yet, you can list another mentor at NICD and/or Wits, with whom you work closely and consistently, or leave blank for now.
  + Name:
  + University/Organization:
  + Division:
  + Title:
  + Department:
  + **Role**:
  + **Strategy for communication**:
* **Informal Mentoring Network**

This refers to any other investigator providing input and guidance to your academic and/or professional career. Feel free to add more entries if warranted.

* + Name:
  + University/Organization:
  + Division:
  + Title:
  + Department:
  + **Role:**
  + **Strategy for communication** :

**5. Longer-Term: Dissemination of Research Results**

* **Communities of Interest (colleagues, research subjects, policymakers)**
  + How will you disseminate research results to communities of interest?
  + What assistance is needed from mentors to disseminate results?
* **Research Conferences**
* Which conference would be best for disseminating research results? (Name, Location, abstract submission deadline if known)
* Which conference would be best for professional growth? (Name, Location, abstract submission deadline if known. One conference per year funded by SAPPHGenE.)
* **Publications**
* What potential publications will you develop?
* Which journals will you target?
* Who should be included as co-authors and how will authorship be determined? (This information may not be known early in your
* **Other (social media, blogs, technical/non-technical reports, policy briefs, etc.)**
  + Note any other methods you can use to disseminate your research results.

**Mentor Comments:**

*(continued)*

Trainee Name:

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Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor Name:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_