

Electronic Individual Development Plan (eIDP) Trainee Quick Reference Guide

Managing Your Individual Development Plan

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The eIDP system complements, but does not replace, open, respectful, in-person communication between the trainee and mentor(s).

What is the eIDP System?

The Electronic Individual Development (eIDP) system provides an electronic online workflow for the trainee (NCI fellow) to create and submit their IDP. The IDP will automatically be routed to their primary mentor, additional mentor(s), Training Director, and Lab, Branch, or Office Chief/Director for revision and approval. The eIDP system also allows an Administrative Officer (AO) to ensure that trainees complete their IDPs each year in a timely manner.

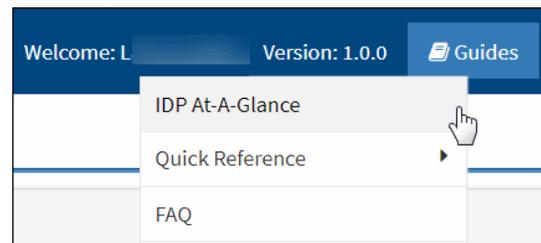
NCI Trainee

As an NCI fellow or trainee, we strongly encourage you to discuss the following with your primary mentor while creating your IDP.

- Your research and career goals
- Your performance and progress in the past year (if applicable)
- Your mentor’s and your expectations for the next year.

Each year, you will submit an eIDP to your additional mentor(s) (if any) and your Training Director and Lab, Branch, or Office Chief/Director for revision and approval. We encourage you to facilitate an open dialogue with your primary mentor. The eIDP does not replace in-person communication.

Note: To view the complete IDP approval process from start to finish, access eIDP, select **Guides** from the eIDP header and the **IDP At-A-Glance** option. An eIDP **FAQ** is also available.



What is an IDP?

An Individual Development Plan (IDP) is a tool that an NCI trainee uses to help establish training and career goals. Trainees use the electronic Individual Development Plan (eIDP) system to map out short-term and long-term project and career plans. This tool provides an opportunity for the trainee and the mentor to open lines of communication regarding what is necessary for a successful training experience.

How Much Time Does an IDP Take to Complete

You have approximately **four weeks** to submit the first version of the IDP to your primary mentor. As the IDP goes through each step of the approval workflow, the eIDP system updates the action due date, indicating how long the current reviewer has to act on the IDP. The eIDP system informs you of your timeline to ensure that the IDP is approved by all parties in approximately **10 to 12 weeks**.

Quick Tips for Getting Started

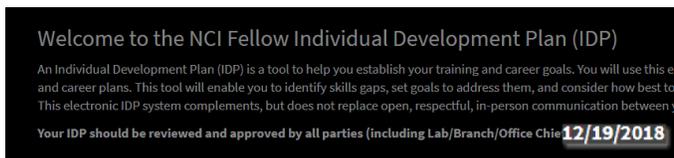
Refer to the list below. Useful links located on the eIDP landing page and throughout the eIDP can help you think about your training and career planning.

Resource	URL
Resources for NCI Trainees	https://www.cancer.gov/grants-training/training/resources-trainees
Career Planning Resources from NPA	https://www.nationalpostdoc.org/page/CareerPlanning
Making the most of your NIH experience	https://www.training.nih.gov/trainees

Reviewing Your eIDP Home Page

To access the eIDP system

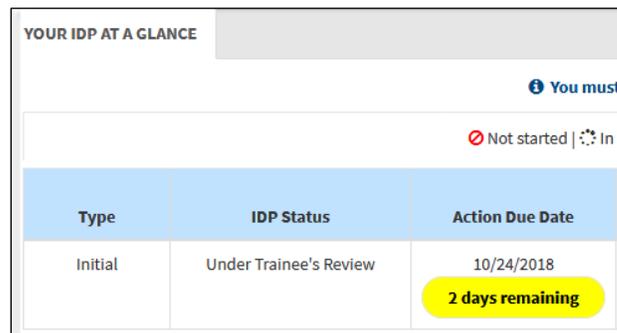
1. Select the link to your IDP in the notification email.
2. The eIDP Welcome message displays at the top of the landing page and includes the IDP Completion Due Date, the date by which your IDP should be approved by *all* parties (including Lab, Branch, or Office Chief/Director).



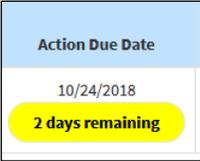
Note: The IDP Completion Due Date is **approximately ten weeks** after the initial notification email is sent. After the date, **Overdue** appears in red.

Your IDP at a Glance

Your IDP at a Glance displays your IDP’s overall status and the status of individual IDP sections.



The following table lists and describes each column in Your IDP at a Glance.

Column	Description
Type	Specifies whether it is an Initial IDP for your first year or Renew for a subsequent year IDP.
IDP Status	For more information, see IDP Status .
Action Due Date	<p>For the current reviewer as indicated by the <i>IDP Status</i>—the date by which the reviewer must take action on the IDP.</p> <p>Days remaining are displayed in a bubble to indicate the number of (business) days remaining for you to take action on the IDP.</p> <ul style="list-style-type: none"> • Date is green if the Action Due Date is greater than one week from the current date. • Date is yellow if the Action Due Date is one week or less than the current date.  <ul style="list-style-type: none"> • Overdue displays when the Action Due Date is past and the date is red.

IDP Status

The IDP Status indicates where the IDP is in the review cycle. The following table provides details about each **IDP Status**.

IDP Status	Description
Not Started	The trainee must start the IDP.
Under Trainee's Review	<p>The trainee must take action to move the IDP forward in the review process. The status is assigned for the following events.</p> <ul style="list-style-type: none"> When the trainee fills out and saves the IDP the first time, the trainee has four weeks to send the IDP to the primary mentor. When the trainee withdraws the IDP before the primary mentor takes action on the IDP, the trainee has four weeks from the initial IDP email to send the IDP back to the primary mentor. When the primary mentor declines the IDP, the trainee has four weeks from the initial IDP email to send the IDP to another primary mentor. When the primary mentor returns the IDP, the trainee has two days to respond. When the Training Director returns the IDP, the trainee has two days to respond.
Under Primary Mentor's Review	<p>The primary mentor must take action to move the IDP forward in the review process. The status is assigned for the following events.</p> <ul style="list-style-type: none"> When the primary mentor receives the IDP from the trainee for the first time, the mentor has two weeks to return the Mentor's Expectations. After the first review, each time the trainee sends the IDP to the primary mentor, the mentor has two days to respond. When the Training Director returns the IDP to the primary mentor, the mentor has two days to respond.
Under Additional Mentor's Review	If the trainee added additional mentors, the mentors have two weeks to provide feedback before the IDP is automatically routed to the Training Director.
Under Training Director's Review	The Training Director has one week to review and act on the IDP (<i>Approve, Return to the Primary Mentor, Return to the Trainee</i>).
Under Trainee and Primary Mentor Meeting Verification	After the Training Director approves the IDP, the trainee and primary mentor have one week from the time the IDP was approved by the Training Director to verify the final in-person meeting date and accept the IDP in the eIDP system. The trainee and primary mentor cannot edit the IDP at this time.

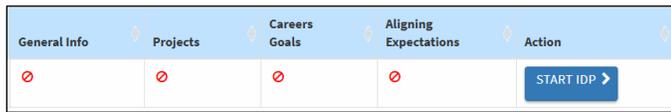
IDP Status	Description
Under Trainee's Meeting Verification	The primary mentor verified the final meeting date with the trainee and accepted the IDP, but the trainee did NOT. The trainee has one week from the time the IDP was approved by the Training Director to verify the final meeting date and accept the IDP in the eIDP system.
Under Primary Mentor's Meeting Verification	The trainee verified the final meeting date with the primary mentor and accepted the IDP, but the mentor did NOT. The primary mentor has one week from the time the IDP was approved by the Training Director to verify the final meeting date and accept the IDP in the eIDP system.
Under Lab, Branch, or Office Chief/Director's Review	The Lab, Branch, or Office Chief/Director has one week to review and act on the IDP (<i>Approve or Return to the Training Director</i>).
Completed	All approvers reviewed and approved the IDP. The IDP is no longer editable.
On Hold	<p>A Training Director or Administrative Officer requested a revision to an existing IDP that is in the <i>In Progress</i> or <i>Completed</i> status in the same award year for a <i>Routine 6-month follow-up</i> or <i>Other</i>. The trainee updated the IDP's primary mentor, Lab, Branch, or Office, or Lab, Branch, or Office Chief/Director, so the IDP was placed <i>On Hold</i>.</p> <p>Once the Training Director reviews and releases the <i>Hold</i>, the primary mentor reviews the IDP changes,</p>
Cancelled	The Training Director or Administrative Officer requested a revision to an existing IDP that is in the <i>In Progress</i> status in the same award year. The IDP status changes to <i>Cancelled</i> and all information is copied to a new IDP. The new IDP must be submitted and go through the approval workflow again.

IDP Section Status Icons

IDP sections include

- General Information
 - Note:** Once you complete the General Information section, you can navigate from Your IDP at a Glance to any section.
- Projects & Related Deliverables/Training
- Career Goals & Career Training Activities
- Aligning Expectations
- Mentor's Expectations
 - Note:** Mentor's Expectations appears only after the primary mentor completes the section and sends the IDP to you.

The following table lists and describes the status icons you may see in Your IDP at a Glance.



Status icon	Description	What to do...
	Not started	Start filling in this IDP section.
	In progress	Complete the required fields and save.
	Complete	You saved all the required information (AND/OR) After a review, there were no revisions requested or comments added.
	Pending review (applies to Mentor Expectations)	After a review, the primary mentor added or updated information. Review the section and specify whether your primary mentor should make revisions or not.
	Revision requested	After a review, you must update this section. Review and complete the requested revisions (AND/OR) reply to the comments.
	View comments (No revisions)	After a review, comments were added but revisions were not requested. Review the comments and either Mark as Read (AND/OR) reply to the comments

Action Buttons

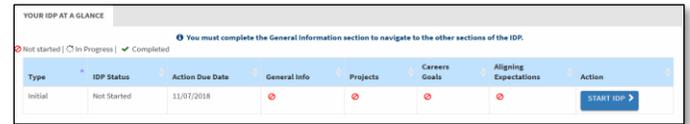
The following table lists and describes the actions you can take from Your IDP at a Glance.

Action button	Description	What to do...
	Start IDP	Start filling in the first four sections of the IDP.
	View IDP	View IDP Details after submission.
	Proceed	Respond to a review and submit the IDP.

Starting Your IDP

To start your IDP

1. Select the IDP link contained in the IDP Initiation email.



From the **Action** column, Select **Start IDP**



General Information displays.

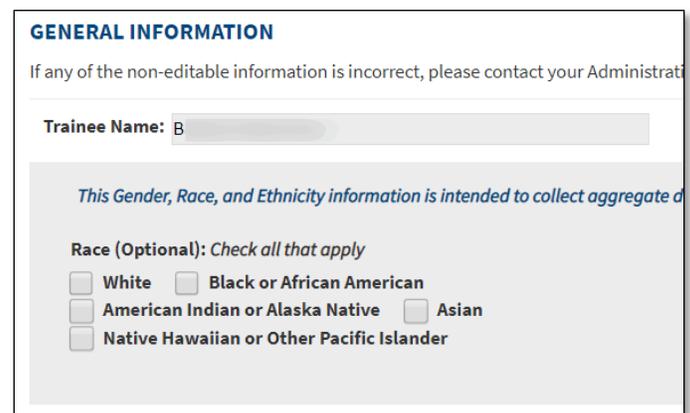


Take your time and think carefully about each section. You may complete it in multiple sessions, if needed.

General Information

Review and complete your General Information.

Note: You must complete General Information in order to navigate to the other tabs. **Review and Take Action** appears on all tabs but you cannot select it until you complete all the tabs.



1. Specify your **Gender, Race, and Ethnicity** (optional). These selections do not display for anyone in the review cycle, except for the Training Director.

Note: Gender information is populated from the NIH Enterprise Director (**NED**). If the information is not available, Select the NED link to update your information in NED. Updated information will display on NED the following day.

2. Review and add or update information as needed.

Note: The gray, read-only information is exported from your NED or the NIH Fellowship Payment System (FPS). If any of the information is incorrect, contact your Administrative Officer for assistance.

Name	Description
Current Award Date (read-only) (displays only for a trainee in FPS)	Displays your current award <i>From</i> date from Fellow Payment System (FPS) (nVision). Note: If you are an employee, this is labeled as Entry on Duty (EOD) Date and is the date you were hired as an employee.
Entry-on-Duty (EOD) Date (read-only)	Displays your Entry-on-Duty date from NED for employees only.
Training Plan Initiation Date (read-only)	Date when the first IDP notification email was sent to you.
Current Year of Training (displays only for a trainee in FPS)	Maintain or change the prepopulated current year of your training, which is calculated based on your Current Award Year and program category. If you change the year, a  flag icon notifies reviewers of the update. Hover over the icon to see the original, prepopulated data and your change.
Highest Degree Obtained (to date)	Maintain or change the degree. The list is limited based on your Current Training Title in FPS. If the title is First Professional, hover over the icon  for a list of Master's and Doctoral degree types. If you change the degree, a  flag icon notifies reviewers of the update. Hover over the icon to see the original, prepopulated data and your change. Note: If you are an employee, you can select from a complete list.
Current Training Title (read-only)	The title currently assigned to you is retrieved from FPS. Note: If you are an employee, you can select from a list of titles.
Administrative Officer (read only)	The Administrative Officer name is retrieved from NED.

Name	Description
Primary Mentor's Name	Search and select a primary mentor who will collaborate with you on your IDP. Note: You cannot change the primary mentor once your primary mentor reviews, adds expectations, and sends the IDP back to you.
Additional Mentor(s) (optional)	Search and select one or more additional mentor(s) who will review your IDP and provide feedback before the IDP is submitted to the Training Director for approval.
Lab, Branch, or Office	The list of branches populated is based on your NCI Division/Office/Center.
Lab, Branch, or Office Chief/Director Name	After selecting the Lab, Branch, or Office above, a list displays of the NCI employees from the Lab/Branch path. For example, if you select Lab, Branch, or Office NCI DCEG EGRP , you can select Branch Chiefs from <ul style="list-style-type: none"> • NCI DCEG • NCI DCEG EGRP
NCI Division/Office/Center	This information is either your NED organization or your training organization selected by the person who manually initiated your IDP.

To save, select **Save** and if all required information is entered, the tab status changes from  *Not Started* to  *Completed*.

3. To save and navigate to the next section, select **Save and Continue**.

The first time you save the IDP, your IDP Status changes to *Under Trainee's Review* and you have four weeks (Action Due Date) to send it to your primary mentor.

Projects & Related, Deliverables/Training

On Projects & Related Deliverables/Training, you describe your project(s) and major responsibilities on the project.



Make sure you save and complete each section, so there is a green check for each tab.

Note: To complete this tab, you must provide at least one Project and one related Deliverable to complete during the upcoming year and on the second sub-tab, provide at least one Training Activity related to your research.

The Attention icon  means you need to add more information.

1. Select the Projects & Related Deliverables/Training tab, and then select Add new project.
2. Enter the Project Title, Description, and Responsibilities.

Note: You must add at least one Deliverable to a project.

3. Select the type of deliverable, fill in the information, and then select **Done**.

Note: **Manuscripts** can only be related to one project, but if you add a deliverable type, you can relate it to multiple projects without re-entering it.

The Project and Deliverable is added to the table.

Note: If you add multiple projects, you can prioritize them.

4. To add Training, navigate to the **Project-Related Training** sub-tab.

Note: Project Related Training Activities include (but are not limited to): award or grant submission, class/course or workshop, interest group participation, oral presentation, or poster session.

5. Select the type of Training, fill in the information, and then select **Done**.

The **Project-Related Training** is added to the table.

Note: You can associate a training activity to one or more of your projects, if needed.

To save a draft, select **Save** and the tab status changes to  *In Progress* icon.

6. To save and navigate to the next section, select **Save and Continue**.

Once the required information is complete, Projects & Related Deliverables/Training is  *Complete*.

Career Goals & Career Training Activities

On the Career Goals & Career Training Activities tab define your career goals and the activities to support the goals in the upcoming year. Think about your career and where you see yourself in the next five years. The IDP provides various options across all sectors for you to consider.

Note: To complete this tab, you must enter at least one career goal and one career training activity.

The Attention icon  means you need to add more information.

1. Select the Career Goals & Career Training Activities tab.
2. Select the **Career Goals** and the specific career paths you wish to pursue.
3. Describe your goals (optional).
4. Specify the degree you want to pursue in the future (optional).
5. In the Training Career/Exploration section, upload a Curriculum Vitae in Word or PDF format (optional).
6. Select the professional development opportunities you wish to participate in in the upcoming year to help you achieve your career goals.
To save a draft, select **Save** and the tab icon changes to  *In Progress*.
7. To save and navigate to the next section, select **Save and Continue**.
Once the required information is complete, Career Goals and Career Training Activities is  *Complete*.

Aligning Expectations

On the Aligning Expectations tab, describe your expectations for the upcoming year. This can be specific to your mentor-mentee relationship or be directly related to research or career goals or an additional short-term goal you wish to accomplish.

Note: To complete this tab, you must describe the expectation(s) you have of your mentor.

1. Select the Aligning Expectations tab.
2. Describe the expectation(s) you have of your mentor and how your mentor can help you accomplish your goals.
3. Specify whether you want to discuss with your mentor the time required to complete a project remaining from a PhD program.
4. Otherwise, select **Save and Continue**.
Once the required information is complete, Aligning Expectations is  *Complete*.
5. Once you complete all the IDP tabs, select **Review and Take Action**.
IDP Details displays. At the top of the page select **Click here and scroll to the bottom of this page to take an action** or scroll to the bottom of IDP Details.
6. [Send the IDP to your primary mentor.](#)

Note: Once you send the IDP to your primary mentor, the mentor will add Mentor's Expectations and return the IDP for you to review.

Sending the IDP to Your Mentor

To send the IDP to your primary mentor, all the tabs must be *Complete*.

- From Your IDP at a Glance, select **View IDP**.
Note: **Review and Take Action** appears on all tabs but you cannot select it until you complete all the tabs.
- At the top of IDP Details select **Click here to scroll to the bottom of this page to take an action** or scroll to the bottom of the page.

The following table provides guidance for sending the IDP to your primary mentor. The button(s) you see depends on where the IDP is in the review cycle.

Button...	Indicates...	Sends IDP to...
Send the IDP to the Primary Mentor	You are sending the IDP to your primary mentor for the first time	The primary mentor has two weeks to review your IDP, provide expectations, and send the IDP back to you.
Send IDP Back to Primary Mentor for Review	You might have updated the IDP (AND/OR) might be requesting revisions to the Mentor's Expectations (AND) the 3-time review limit is NOT reached	The primary mentor has two days to review and send the IDP back to you.

- Once you send the IDP to the primary mentor
- A row is added to the IDP Details, History indicating your action taken.
 - An email notification is sent to the primary mentor, and the IDP appears in Primary Mentor Queue.
 - Your IDP at a Glance is updated and you can view your IDP Details by selecting **View IDP**  .

Withdrawing Your IDP

A trainee can withdraw an IDP after sending it to the primary mentor the *first time* and before the mentor takes a page-level or workflow action on the IDP.

To withdraw your IDP

- From the IDP Details page, select **Withdraw**.
- Select **Withdraw IDP** 
- Confirm the withdrawal and your primary mentor will be notified.
- You can edit and resubmit your IDP.

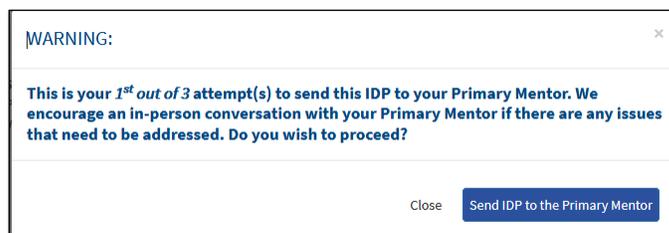
Primary Mentor Declines Your IDP

The *first time* you send the IDP, the primary mentor you selected may decline the IDP if the mentor thinks you made the primary mentor selection in error.

Select another primary mentor and resubmit the IDP.

Three-time Review Limit Between You and Your Primary Mentor

Once the primary mentor sends the IDP back to you with feedback and Mentor's Expectations, you can [review and respond to the IDP](#) and resend it to the primary mentor. From this point, the routing of the IDP between you and your mentor is limited to 3 times. Each time you send the IDP, a warning message indicates the current review cycle, such as 1 of 3.



When the primary mentor returns the third IDP review, you must submit the IDP forward in the review cycle (either to your additional mentors (if any) or to your Training Director).

Don't Worry!

If you need another review cycle to resolve an issue, the Training Director is notified of any Revision Requests or unresolved issues and will return the IDP to you or the primary mentor. If the Training Director returns the IDP to you, you have three more review cycles before moving the IDP forward again.

Responding to an IDP Review

The following is an overview of how to respond to a review from a primary mentor or Training Director.

Note: If the Training Director returns the IDP for revisions to you or the primary mentor, you and the primary mentor, and additional mentors (if any), receive an email notification.

1. Select the URL from the notification email, and Your IDP at a Glance displays.
 - o **IDP Status** is *Under Trainee's Review*
 - o **Action Due Date** is when you must complete the review.
 - o [IDP section statuses](#) may be    



2. Select **Proceed** .

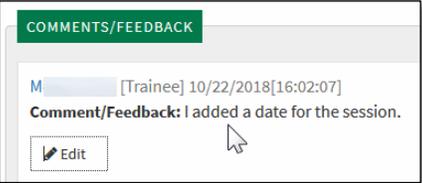
Note: You can also select a status icon to access an individual section.

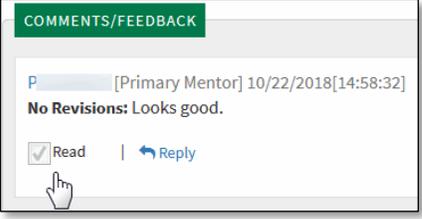
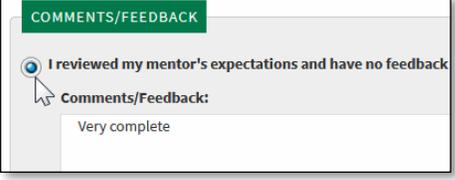
Responding to Every Tab

From the General Information tab

 **Review and Take Action** appears on all tabs but you cannot select it until you complete all the tabs.

1. Review the information on the tab.
2. Scroll to the Comments/Feedback section and perform the appropriate action, if any, based on the tab's status.

Status Icon	What to Do
 Complete	You do not have to perform any action.
 Requested Revision	Review the revisions requested in the comments and make changes to the tab. Either Reply to the reviewer's comments or update the section. The section's status icon changes to <i>Complete</i> . 

Status Icon	What to Do
 No Revisions, but Comments Added	Review the comments and select Mark as Read . Reply , if needed, You can edit your comment before sending the IDP. The section's status icon changes to <i>Complete</i> . 
 Pending Review	The primary mentor added/edited the Mentor's Expectations. Review the Mentor's Expectations and select one of the following: <ul style="list-style-type: none"> • I reviewed my mentor's expectations and have no feedback • I reviewed my mentor's expectations and would like to request revisions Add Comments/Feedback, as needed. The section's status icon changes to <i>Complete</i> . 

To save a draft, select **Save** and the tab icon changes to  *In Progress*.

3. To save and navigate to the next section, select **Next**. Once the required information is complete, the tab's status is  *Complete*.
4. Once you complete all the IDP tabs, select **Review and Take Action**.
5. IDP Details displays. At the top of the page select **Click here and scroll to the bottom of this page to take an action** or scroll to the bottom of IDP Details.
 - o [Send the IDP to your primary mentor](#)
OR
 - o [Submit your IDP to your additional mentor\(s\)](#) (if any) or [directly to your Training Director](#).

Submitting the IDP to the Additional Mentor(s)



If you added any additional mentor(s) to your IDP, you can submit the IDP for feedback.

Additional mentor(s) can only mark the IDP as reviewed and add comments. They cannot return the IDP back to the trainee or primary mentor. The Training Director will review the additional mentor comments and decide whether to return the IDP to the trainee or the primary mentor.

To submit the IDP to your additional mentor(s), all tabs must be *Complete*.

1. From Your IDP at a Glance, select **View IDP**.
2. At the top of the IDP Details page select **Click here to scroll to the bottom of this page to take an action** or scroll to the bottom of IDP Details.

The following table provides guidance for submitting your IDP. The button(s) you see depend on your IDP.

Button...	Indicates...	Sends IDP to...
Submit	The IDP is complete and ready for the next review step.	Your additional mentor(s) have two weeks to provide comments before submission to the Training Director.
Send IDP Back to Primary Mentor for Review	You did not update the IDP but still want your primary mentor to review it (AND/OR) the 3-time review limit is NOT reached	Primary mentor has two days to review and send the IDP back to you.

3. Once you submit the IDP
 - A row is added to the IDP Details - History indicating your action taken.
 - An email notification is sent to the additional mentor(s) who needs to take an action on the IDP.
 - An email notification is also sent to the primary mentor notifying the trainee’s action.
 - Even if the additional mentor(s) did not take the review action, the IDP is sent to Training Director after two weeks.
 - Your IDP at a Glance is updated, and you can track the status of your IDP and also **View IDP** 

Submitting the IDP to the Training Director



If you have any questions, talk to your primary mentor or your Training Director prior to the submitting the IDP.

To submit the IDP to your Training Director, all tabs must be *Complete*.

1. From Your IDP at a Glance, select **View IDP**.
2. At the top of the IDP Details page select **Click here to scroll to the bottom of this page to take an action** or scroll to the bottom of IDP Details.

The following table provides guidance for submitting your IDP. The button(s) you see depend on your IDP.

Button...	Indicates...	Sends IDP to...
Submit	The IDP is complete and ready for Training Director approval.	Your Training Director has one week to approve the IDP or return the IDP to you or your primary mentor for revisions.
Send IDP Back to Primary Mentor for Review	You did not update the IDP but still want your primary mentor to review it (AND/OR) the 3-time review limit is NOT reached	Primary mentor has two days to review and return the IDP to you.

3. Once you submit the IDP
 - A row is added to the IDP Details, History indicating your action taken.
 - An email notification is sent to the Training Director the next morning, to take an action on the IDP.
 - An email notification is also sent to the primary mentor notifying the trainee’s action.
 - Your IDP at a Glance is updated, and you can track the status of your IDP and also **View IDP** 

Training Director Actions

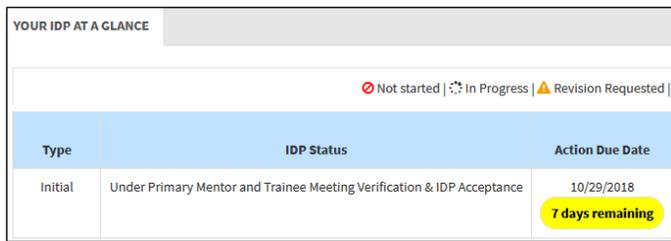
The Training Director has **one week** to act on the IDP. If the Training Director approves the IDP, you and your primary mentor are notified that you must [verify your in-person meeting](#) and accept the IDP in the eIDP system.

The Training Director may also return the IDP to you or your primary mentor for more changes.

Verifying Meeting with Your Primary Mentor

Once the Training Director approves the IDP, you and your primary mentor have **one week** to verify that you met in person, add the final meeting date, and accept the IDP in the system.

Note: You cannot edit your IDP at this step. You can edit your IDP ONLY IF the status is *Under Trainee's Review*.



To add the meeting date and accept the IDP

1. From Your IDP at a Glance, select **View IDP** .
2. At the top of the IDP Details page select **Click here to scroll to the bottom of this page to take an action** or scroll to the bottom of IDP Details.
3. Select Verify Meeting and Accept IDP



Note: Accepting this IDP does not mean agreement; Only that IDP details are shared between you and your primary mentor. You and your mentor will not be able to edit the IDP at this step.

4. Select the final meeting date with your primary mentor.
5. Select **Submit**.

Note: If the date entered by the primary mentor and you are not the same, *your Training Director will be notified*.

Submitting to Lab, Branch, or Office Chief/Director

Once you and the primary mentor add the meeting date and accept the IDP, the IDP is submitted to the Lab, Branch, or Office Chief/Director. The Chief/Director has one week to perform the final approval or return the IDP with comments to the Training Director for changes.

Final IDP Approval

Once the Lab, Branch, or Office Chief/Director approves your IDP, the IDP reaches the *Completed* status and cannot be modified. You can view your IDP from Your IDP at a Glance or [print your IDP](#) at any time.

Acting on a Request to Revise Your Existing IDP

Your Administrative Officer or Training Director (including delegates) can request a change to your existing IDP for the same award year, regardless of the status. The request may be for one or more of the following.

- Your primary mentor changed
- Your organization or Lab/Branch/Office changed
- Routine 6-month follow-up
- Other (indicated by the person requesting the revision)

Based on the status of your existing same year award IDP, you may or may not have to do anything.

IDP Status	What Happens
<i>Completed</i>	The IDP status remains the same. All IDP information is copied to a new IDP, and you must send the new IDP out for review and approval again.
<i>In Progress</i>	The IDP Status changes to <i>Cancelled</i> . A row is added to the IDP's History on IDP Details. All the IDP information is copied to a new IDP, and you must send the new IDP out for review and approval again.
<i>Not Started</i>	Continue to work on the same IDP.

Once you revise the IDP, the initiation date is when the Administrative Officer or Training Director requested the revision and approval workflow begins again.

Note: If you receive a **Routine 6-month follow-up** or **Other** request AND you change your primary mentor, Lab, Branch, or Office, or Lab, Branch, or Office Chief/Director, the IDP is placed *On Hold*. Your Training Director will review and release the hold, and send the IDP to your primary mentor for review.

Printing Your IDP



After submission and IDP approval, print and reference your IDP frequently to help you successfully meet your career goals.

To print your IDP from Your IDP at a Glance

1. Select **View IDP** or **Proceed** to complete all the tabs and access IDP Details.
2. From IDP Details, select **Print** and follow the prompts.



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