



University of Puerto Rico
Medical Sciences Campus
School of Health Profession and School of Medicine
Postdoctoral Master in Clinical and Translational Research (MSc) Program

Individual Training & Development Plan Form

Date:

Name of Potential Candidate:

Student Number:

Degree:

Area of specialization:

Date Degree was Completed:

Institution of Affiliation:

Potential Primary Mentor Information

Name of Potential Primary Mentor:

Institution of Affiliation:

Degree:

Area of specialization:

Institution of Affiliation:

An Individual Training & Development Plan (IDP) is a tool to help support, plan, and track your career development and learning opportunities. It also facilitates communication between mentees and mentors. An IDP should be viewed as a dynamic document that is periodically reviewed and updated throughout an individual's training.

An IDP should include the development of a mentoring plan that assesses the needs and goals of each student, describes short and long-term career objectives, and identifies professional development activities needed to reach them.

As you set goals, we recommend following the SMART principle:

- S – Specific – Is it focused and unambiguous?
- M – Measureable – Could someone determine whether or not you achieved it?
- A – Action-oriented – Did you specify the action you will take?
- R – Realistic – Considering difficulty and timeframe, is it attainable?
- T – Time-bound – Did you specify a deadline?

Instructions: All potential candidates are expected to carefully complete this Preliminary - IDP form, as part of your application requirement for admission to the Postdoctoral Master in Clinical and Translational Research (MSc) Program. This Preliminary IDP will help the potential candidate to have a better understanding of present and future career goals.

The potential candidate should complete Section I: Parts A, B and C and the person you anticipate will be the potential primary mentor should complete Section II, Part D. Both, the potential candidate and the person you anticipate will be the potential primary mentor should sign the form.

Section I: Potential candidate:

Part A. Time commitment of a 50% during the first year and 75% during the second year is an indispensable requisite to successfully complete the course work and the research component. Please indicate how you anticipate your time will be distributed once you have been admitted to the program.

	Percentage of time dedicated to this task:	Percentage of time dedicated to this task:
% of time as a Scholar (student)	50%	75%
% of time as Teaching		
% of time in Research		
% of time in Training		
% of time in Patient Care		
% of time in Administrative tasks		
% of time in Other Service (Please Specify)		
TOTAL of TIME		

Comments:

Part B. Should be carefully be completed by the potential candidate

Describe your specific expectations in terms of your scientific/research/career goals and specify how the selection of this mentor will contribute to your development in education, training, research, academic skills, research skills, career development and personal conduct. (Limit to 300 words)

Describe the short-term scientific/research/career goals

Part C. This part should be completed by the potential candidate (it can be with the help of your mentor). This is only a self-assessment exercise. Please mark all the areas in which

you think you need improvement. Your answers in this part will not be taken into consideration in the Admission formula.

Academic Skills		Research Skills	
Critical thinking		Study design	
Additional coursework/training		Literature review	
Be able to receive feedback		Protocol development	
Be able to give feedback		Biostatistics	
Use of specialized software		Grant writing	
		Manuscript writing	
Leadership			
Adherence to timelines		Communication skills	
Manage time effectively		Writing English fluently	
Prioritize multiple tasks and roles		Oral English fluency	
		Use of multimedia technology	
Career Development			
Establish effective collaboration		Personal Conduct	
Networking		Interpersonal interactions	
Working towards independence as a clinical and translational researcher		Adhere to moral and ethic standards	
		Emotional Intelligence	

Comments:

Section II: Potential Primary Mentor:

Part D: Should be carefully be completed by the potential primary mentor

Describe your general appreciation of the potential candidate and how your assistance will contribute to the candidate’s development in education, training, research, academic skills, research skills, career development and personal conduct. (Limit to 250 words)

Signature of Potential Candidate	Signature of Potential Primary Mentor
Date	Date

References:

- 1) https://trainingcenter.nih.gov/idp_consulting.html
- 2) <https://www.nigms.nih.gov/Training/StrategicPlanImplementationBlueprint/Pages/IndividualDevelopmentPlans.aspx>