Vanderbilt University School of Medicine has required completion of an IDP from postdoctoral fellows since 2008 and this has been, and will continue to be, a required component of the annual reappointment process, ensuring 100% compliance. The postdoc IDP covers issues such as productivity (publications, meetings attended), a listing of competencies developed over the previous year, career planning over the last year, and whether they are satisfied with their progress. The postdoc also indicates detailed plans and expectations for the upcoming year. The document concludes when the advisor records his/her hopes and plans for the upcoming year and how he/she plans to implement this approach. The postdoc and mentor must acknowledge each other’s views by discussing and each signing the document.

Following new NIH guidelines issued in 2013, the institution created a working group to develop an IDP(s) for graduate students compatible with program-specific evaluation forms already in place. Several IDPs for different graduate program groups were developed in early 2013 and endorsed for use by all the graduate programs. The student IDPs, like the postdoc IDP, will be administered centrally through the Biomedical Research, Education and Training (BRET) office and compliance with the completion of an annual IDP will also be monitored by the BRET office. The student IDPs begin with a self-review of general expectations and responsibilities for each stage (year) of training, a self-evaluation of progress and current skills in core competencies. Students will then set specific goals for research and professional development within the coming year and finally discuss the form with the advisor. Advisors identify additional expectations (if any), review the IDP and provide feedback to the student. These IDPs will be administered in May of each year, beginning 2014.