

**Annual Report & IDP
UA Neuroscience**

To be completed by the student, signed by advisor, and submitted electronically to the Graduate Coordinator (email: kirstecg@arizona.edu)

Name: _____

Date: _____

Major Advisor: _____

Year in Program: _____

If you have not taken your comprehensive exam, please detail your planned timeline:

Committee Members (2nd year Students and up must have a Comprehensive Exam or Dissertation Committee):

- _____
- _____
- _____

- _____
- _____
- _____

Date of last Committee Meeting* _____

** Committee chair must submit separate Committee Meeting Report to the program office after meeting takes place*

A. One sentence to describe your research:

B. Summary of research progress (indicate hypothesis, progress on specific aims, major conclusions, and estimated defense date. (Attach separate page)

C. Courses taken and grades (only for students before passing the Comprehensive exam):

D. Seminar(s) & Research Conferences (since in program):

1. Presentations (indicate oral or poster) or attendance at national/international meetings:

2. Presentations at journal clubs/data blitz/student seminars/lab meeting:

3. Other science-related presentations on or off campus:

E. Papers published (before and since in program):

F. Papers submitted or in preparation:

G. Honors & Awards (since in program):

1. Honors:

2. Awards (including awarded scholarships, fellowships, grants, etc):

3. Invited Lectures

1. Scholarships, Fellowships and Grants:

1. Current

2. Pending

3. Past

H. TAships, and other teaching experiences since in the program:

I. Outreach activities (since in program, please include date and place):

J. Goals for the year (specific aims towards defense):

K. Career Plans/Planning:

Annual Individual Development Plan (IDP) - IDPs provide a planning process that identifies both professional development needs and career objectives. IDPs should serve as a tool to help facilitate communication between trainees and their mentors.

Part 1. Please state your career goals and evaluate your progress during the past year.

What month and year do you hope to finish your graduate degree?

What is your "Next Step Career Goal" (postdoctoral training, job, etc.)?

What is your "Long Term Career Goal" (academic, industry, teaching)?

If your career goals have changed in the past year list why:

Provide a brief overview of your research project and major accomplishments in the past year:

What were your main goals for the past year?

Which goals did you meet? If you did not meet a goal, why not?

New areas of research or technical expertise acquired in the past year:

Part 2. Setting goals and objectives for the next year.

A. Setting Goals: Research Projects

What are the scientific questions that you will be working towards answer in the next year? These may be individual papers (or figures within a single paper) that you aim to publish.

What are the experimental approaches that you are currently pursuing? Are there other approaches that you could try? Are there additional more promising experiments that you should be doing?

We all know science doesn't follow timelines, but it's important to set limits and goals. How long are you willing to keep trying before you drop each of these experiments/projects? What result or deadline will trigger when you begin the next approach?

Scientific question:

Experimental approach (current and potential)	Time management	Overall priority

Scientific question:

Experimental approach (current and potential)	Time management	Overall priority

Scientific question:

Experimental approach (current and potential)	Time management	Overall priority

B. Setting Goals: Scientific Knowledge

In what areas do you want to acquire more scientific knowledge?

Do you plan to do more reading in this area? Discuss with specialists? Attend conferences?

How much time do you think you will need to set aside (per week, per month, etc)? Is there an event or time by which you'd like to have achieved this knowledge goal?

Knowledge area	Method for knowledge development	Time management	Overall priority

C. Setting Goals: Research/Laboratory Skills

What further **research-related** or **laboratory skills** do you need to acquire to be successful in this step of your career and in the next step?

How will you gain exposure to those skills?

How much time will you set aside to work on developing this skill (per week, per month, etc.)? Set a date by which you would like to reach your desired level of competency in this skill.

Research/Laboratory Skills	Method for skill development	Time management	Overall priority

D. Setting Goals: Oral Presentation Projects and Skills

What talks and posters do you plan to present in the next year? (at lab meetings, journal clubs, in-house seminars a scientific meetings)

When will this presentation take place? When should you begin preparing?

Presentation projects	Time management	Overall priority

Are there specific presentation skills you would like to work on in the coming year?

What will you do to develop this skills? (attend professional development workshops, volunteer to give more presentations, attain feedback from mentors and peers)

How much time will you set aside to work on developing this skill (per week, per month, etc.)? Set a date by which you'd like to reach your desired level of competency in this skill.

Presentation skills	Method for skill development	Time management	Overall priority

E. Setting Goals: Writing Projects and Skills

Are there any writing projects that you will continuing or initiating this year? (fellowships, manuscripts, grants)

List the stages and sub-steps towards finishing the project. Set goals/deadlines for each stage within the writing process.

Writing projects	Time management	Overall priority

Are there specific writing skills you would like ot work on in the coming year?

What will you do to develop these skills? (writing workshops, practice writing projects, seeking editing assistance)

How much time will you set aside to work on developing this skill (per week, per month, etc.)? Set a date by which you'd like to reach your desired level of competency in this skill.

Writing skills area	Method for skill development	Time management	Overall priority

F. Setting Goals: Leadership, Interpersonal, and Communication Skills

What specific skills do you need to acquire or improve? What specific skills will you work on in the coming year? (reference your *Learning Outcomes Assessment*)

How will you work to develop these skills? (examples: attend workshops/seminars, seek advice of mentors/colleges or advisors/counselors, ask to lead meetings and seek feedback, seek leadership positions on your campus or in a professional society.)

How much time will you set aside to work on developing this skill? How will this affect the time you can dedicate to your research and other goals?

Leadership interpersonal and communication skills	Method for skill development	Time management	Overall priority

G. Setting Goals: Career Development Projects

List activities that you will complete during the next year to learn more about and move closer to your major career goal. (attend workshops, advice from counselors, conduct informational interviews with people in your desired career path, read/research potential career paths).

During what months do you plan to do these activities? How will this affect the time you can dedicate to your research and other goals?

Career Development Projects	Time management	Overall priority

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H. Setting Goals: Time Management

How many hours do you spending per week doing work-related activities? _____

1. Is this a good balance to achieve your goals at work and in your personal life?
2. Do you want to increase or decrease this time in the coming year?

Provide a **rough estimate** of your time: What % of your time at work was spent on each of the following activities **during the past year**?



Advancing Your Research			
Performing research			
Discussing your research with others			
Attending science seminars			
Attending conferences			
Reading in your field			
Reading to expand knowledge of other fields			
Writing papers or grants			
Other lab management, lab duties			
Teaching, Mentoring, and Leadership			
Teaching in the classroom			
Mentoring in the lab			
Volunteering or leadership activities			
Career and Professional Development			
Attending training/career development seminars			
Networking to promote your goals			
Career exploration			
Job search activities (includes CV writing)			
Socializing, emails, other not directly promoting your goals.			
Other:			

3. To reach your goals, how would you like to change the _____ amount of time you spending on each of these types of activities (**increase, same, decrease**)?

4. What is your goal for % of time (**rough estimate**) spent on each activity for **this coming year**?

Prioritizing Your Goals

Looking back at the tables, identify the project and skills-development goals that you feel belong in your Top 10 priority list. **Star these goals in the “Overall Priority” box**, or number them in order of priority.

Identifying Methods for Assessing Whether You have Met Your Goals

When setting goals for skills development, decide on a concrete method for how you will identify whether you have reached these goals. How will you be certain that you have acquired your desired competency in these skills?

List your top-priority goals for *skills development* in this table and how you will assess whether you have accomplished each goal.

To-priority skill to be developed	Method for assessment of skill development	When and how often will you do this assessment?

Making a Plan

Create a month-by-month timeline for the next twelve months, integrating your top-priority projects and skills development goals that you identified in the “overall priority” boxes. After you are finished, add any deadlines or important dates from this timeline to your daily calendar. (Somehow please remind yourself of your goals and timelines)

UPDATE your CV and attach it to this document.

Part 3. Implement Your IDP

Writing your IDP is just the beginning of the career development process and serves as the road map. Now, take action!

Discuss this plan with your mentor: Plan to set an annual meeting with your mentor to review and discuss your IDP. Include this document or create an outline you wish to discuss. Seek advice or discuss your goals during the discussion.

Read over your plan often, and check it regularly for progress.

The plan is not cast in concrete, it will need to be modified as circumstances and goals change. The challenge of implementation is to remain flexible and open to change.

Approval of Graduate Advisor: _____ Date: _____

Approval of GSAPC: _____ Date: _____

Comments: _____
