



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.**

	<b>Percentage of time dedicated to this task:</b>	<b>Percentage of time dedicated to this task:</b>
% of time as a Scholar (student)	<b>50%</b>	<b>75%</b>
% 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)		
<b>TOTAL of TIME</b>		

**Comments:**

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**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.

<b>Academic Skills</b>		<b>Research Skills</b>	
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	
<b>Leadership</b>			
Adherence to timelines		<b>Communication skills</b>	
Manage time effectively		Writing English fluently	
Prioritize multiple tasks and roles		Oral English fluency	
		Use of multimedia technology	
<b>Career Development</b>			
Establish effective collaboration		<b>Personal Conduct</b>	
Networking		Interpersonal interactions	
Working towards independence as a clinical and translational researcher		Adhere to moral and ethic standards	
		Emotional Intelligence	

**Comments:**

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**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)

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**Signature of Potential Candidate**

**Signature of Potential Primary Mentor**

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**Date**

**Date**

References:

- 1) [https://trainingcenter.nih.gov/idp\\_consulting.html](https://trainingcenter.nih.gov/idp_consulting.html)
- 2) <https://www.nigms.nih.gov/Training/StrategicPlanImplementationBlueprint/Pages/IndividualDevelopmentPlans.aspx>