



OFFICE OF GRADUATE STUDIES
(858) 534-3555
FAX: (858) 534-4304

9500 GILMAN DRIVE
LA JOLLA, CALIFORNIA 92093-0003

December 10, 2013

Graduate Program Chairs
T32 Directors
Graduate Coordinators

Dear Colleagues:

The National Institutes of Health (NIH) recently announced that, effective October 2014, they will be requesting that Individual Development Plans (IDPs) be developed for all graduate students and postdoctoral researchers providing measurable effort to projects supported by NIH fellowships or grants. (For more information, see NIH Notice NOT-OD-13-093).

To assist campus PIs in complying with this new policy, UCSD's Office of Graduate Studies (OGS) and Office of Postdoctoral and Visiting Scholar Affairs (OPVSA) have developed campus-wide standards for IDPs, including a standard IDP template for the university. Although this policy is only in effect for NIH support at the present time, we are sending this notice to all graduate programs with the expectation that the requirement could be extended to other federal agencies in the future. In addition, departments and programs may wish to consider instituting IDPs for all students, regardless of their source of support.

OGS and OPVSA will each be providing training for the UCSD IDP process. OGS plans to offer the following services pertaining to graduate students in your programs:

- Targeted training for directors of T32 training grants that have predoctoral slots will be offered approximately once per year.
- Training for chairs and/or departmental/program staff members will be offered approximately twice per year. These individuals should then disseminate this training to faculty supporting graduate students on NIH grants, and to graduate students providing measurable effort to NIH-supported projects.
- Training for graduate students providing measurable effort to NIH-supported projects will be provided two to three times per year. Most graduate students should receive training within their academic department or program. The OGS training is provided only as an alternative for those students unable to receive training in their home departments.

OPVSA plans to offer IDP training for postdoctoral researchers approximately six times per year.

A website providing UCSD-wide IDP information is expected to go live in or around January 2014.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Kim E. Barrett". The signature is fluid and cursive, with a large loop at the end.

Kim E. Barrett, Ph.D.
Dean of Graduate Studies