



**University of Michigan Medical School Office of Graduate Studies  
Individual Development Plan for PhD Students in the Biomedical Sciences**

Note: this form expands as you type.

**Part A. Information**

Student:

Mentor:

Program/Department:

Program/Department Graduate Chair:

Program/Department Student Services Representative:

Dissertation research focus:

Dissertation Title:

Dissertation Committee Members:

- 1.
- 2.
- 3.
- 4.
- 5.

Certificate Program:

Dual Degree Program:

**Part B: Career Goals**

Please add to and update this information each year.

1. What are your short-term career goals? Describe a time-line for achieving them:
2. What is your long-term career goal? Where do you see yourself in 10 years? Describe a time-line for achieving this goal:
3. What resources can your thesis mentor provide to help you achieve your goals?
4. Do you need additional mentors to accomplish your goals?
5. If appropriate, have you contacted potential postdoctoral mentors?

**Part C. Research Project(s):**

Please add to and update this information each year.

1. Describe the aims and experimental approaches of your research project(s):

2. What is the significance of your research?

**Part D. Annual Progress Report:**

Please duplicate and complete for each academic year.

Academic Year:

1. Briefly describe your major research accomplishments:
2. List new techniques/expertise acquired:
3. List of citations of published abstracts and/or manuscripts:
4. Funding sources and/or fellowship applications submitted:
5. Honors/awards:
6. Attendance at national/international meetings or national courses/workshops:
7. Collaborations established or continued with other laboratories:
8. Completed course work:
9. Accomplishments in aspects of career development. Examples here include teaching activities, participation in leadership workshops, participation in preparation for future faculty workshops, improvement in scientific writing and oral presentation skills, etc.:
10. Describe and explain your level of satisfaction with your research progress over the past year. Discuss any roadblocks and your efforts at trouble-shooting.
11. Describe and explain your level of satisfaction with other aspects of your career development over the past year.

**To be completed by the thesis mentor: Please comment on the student's progress over the past academic year.**

**Part E. Plans for the up-coming year:**

Again, please duplicate this for each academic year.

Academic year:

1. Research project goals:
2. Plans for improving your communication skills – scientific writing and oral presentation:
3. What new research techniques do you anticipate learning? Do you need to collaborate with another laboratory to do so?
4. Anticipated publications to be submitted (please include tentative titles and authors):
5. Anticipated workshop/meeting attendance:
6. Anticipated fellowship application submissions (if you will resubmit an application, please indicate important aspects of its revision):
7. Anticipated other professional training (e.g. teaching workshops, certificates, additional course work, etc.):
8. How can your thesis mentor help you to accomplish your goals for the coming year?

**To be completed by the thesis mentor: Please comment on how the student can improve his/her performance to achieve his/her goals during the coming academic year.**

**Part F: Checklist.**

Am I taking part in regularly scheduled activities to further my research progress and professional development?

<b>Academic Year</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-23</b>
<b>I meet individually with my mentor on a weekly basis.</b>				
<b>My lab has regularly scheduled research meetings.</b>				
<b>I have presented my work at least once in a lab meeting and at least once in a formal seminar.</b>				
<b>I participate in a journal club.</b>				
<b>I had a dissertation committee meeting this year (indicate date).</b>				