Individual Development Plan (IDP)
UCSF Psychiatry Research Resident Training Program (RRTP)

Instructions to Mentees:
Please complete this form yearly and give a copy to your career mentor before your mentoring session. Please attach a copy of your CV, with relevant publications, presentations, and awards.
Instructions to Mentors:
Please review the mentee's CV and this form prior to meeting your mentee.

Date:

Mentee Name:

Career Mentor Name:

Research Advisor Name:

Major clinical interest:_____

Major research focus:_____

Child?   Yes_____   No_____

Advanced training:

PhD   Yes____   No____   **Area**_____

MPH   Yes____   No____   **Area**_____

MS   Yes____   No____   **Area**_____

Other: Yes____   No____   **Area**_____

Future Professional Goals

<u>Short Term Goals (e.g., post doc, K award, etc)</u>
List your professional goals for the next 5 years. Be as specific as possible.

    1. Goal:

    2. Goal:

    3. Goal:

<u>Long Term Goals (Academic research career, industry, % time in research vs clinical, etc)</u>
List your long term (e.g., next 10 years) professional goals. Again, be specific.

    1. Goal:

    2. Goal:

    3. Goal:

Work Life Balance Considerations (e.g., family, location, etc)

LCE
Addiction
Anxiety
Depression
Geriatrics
Bipolar Disorder
LGBT
WMH
Psychosis
Public Psychiatry
Assertive Community Treatment

Timeline:

1. Meet with Career Mentor by Oct intern year.

2. Schedule meetings with potential mentors by Jan intern year.

3. Jan preferences for PGY-2.

4. DCR course yes or no by Feb. during VA time.
--Sign up, keep checking website around June. Take online, one-month version Aug or Sept.

5. Attend monthly WIP dinners, first Wed of each month.

6. Attend Departmental Grand Rounds, Neuroscience seminars and Annual Departmental Research Retreat, and CA wide Research Retreat.

7. Meet with Career Mentor again by June.

8. Consider CTSI travel and research awards applications.

PGY 2 year:

Time Allocation as determined by RTP/RRTP:

Research home clinic at VA=4 hrs/wk research time
Delaying family therapy to 4th year=4 hrs/wk research time (optional)

Clinical needs:

VA 1st half of year   Y_____   N_____

Home clinics (choose one in addition to PTSD and SA):

PTSD   required
Substance Abuse   required
HIV Psychiatry
Mood Disorders
Telepsychiatry
Women's Health
Geriatric Mood Assessment
Assertive Community Treatment
Addictions
Research

Family therapy in this year?   Y_____   N_____
Research home clinic?   Y_____   N_____

Research needs:

Training in Clinical Research (TICR) course?

Yes_____   No_____   N/A_____

Ethical conduct of research (CITI course) (required) taken?

Ethical treatment of animals   Yes_____   No_____ N/A_____

Other:

Apply to RRTP in spring (Usually January)

<u>RRTP Goals</u>
List your professional goals for the coming year. Be as specific as possible, and indicate how you will assess if the goal was accomplished (expected outcome).

1. Goal:

Expected outcome:

2. Goal:

Expected outcome:

<u>Long Term Goals</u>
List your professional goals for the RRTP (next 2-3 years). Again, be specific, and indicate how you will assess if the goal was accomplished.

1. Goal:

Expected outcome:

2. Goal:

Expected outcome:

Timeline:

1. CITI RCR course. Also consider human subjects training and Designing Clinical Research (DCR) for clinical researchers through the UCSF CSTI during 6-month VA rotation.

2. Finalizing mentor choice and project choice by September of second year.

3. Meet with RRTP career advisor (or research chief) to discuss the RRTP application and research project by October of second year

4. Present one's research trajectory up to now at a WiP dinner by January of second year
- finalizing mentor choice and project choice by September of second year

5. Submit RRTP application by December 31st of second year.

6. Submit preferences for PGY-3: consider time needed for lab meetings, TICR courses, etc.

7. Continue attendance at Departmental Grand Rounds, Annual Departmental Research Retreat, CA-wide research retreat.

8. Consider CTSI travel and research awards applications.

Dec. 31: Research Track Application Due

Research Track Application Format (MAXIMUM LENGTH 5 Pages, plus Biosketch, LOR, references)

a. Scientific Background
b. Specific Aims (include research goals and major hypotheses tested)
c. Methods to be used, including brief overview of data analysis plan.
Experimental Design
----generally including 1-2 sentences of rationale
----preliminary data if applicable
----then subdivide into experiments as appropriate
----expected results
----other considerations (alternate interpretations, contingency plans)
Conclusions
Please DO NOT cut and paste mentor's grants!
Must be doable, will lead to advance in knowledge, will lead to you getting fellowship, you and your mentor have thought it through, etc
d. References
e. Training Plan (1 page)
    i. Include courses, meetings with statisticians or other faculty
    ii. Core skills to be learned, didactics
f. Plan for training in the responsible conduct of research (CTSI or OCPD in-person course)
--check website and register.
g. Budget and Budget justification for educational, research and travel expenses
    related to RRTP (include RCR and DCR course fees as applicable).
--Aim for $~6K. Travel (presenting) 1.5K, Tuition 1.5K, Supplies 1-3K, stats consult, pub costs.
h. Letter of support/commitment from Research Mentor(s).
i. NIH Biosketch
-- http://grants.nih.gov/grants/forms/biosketch.htm
k. Register with NIH commons---http://era.nih.gov/registration_accounts.cfm

R25 Expectations

Reporting/Deliverables. It is expected that you will complete at least one first-author manuscript from the work you proposed. If this is not the understanding of you and your mentor, please let us know so we can discuss it. Hopefully this occurs by the end of the PGY-4, but the committee understands this is not always possible.

RCR. This funding mechanism requires that you complete training in the Responsible Conduct of Research. Also you must provide us with IRBs and IACUCC authorizations before 5/17. Please see UCSF postdoc office and CTSI for RCR, or contact your PI or your lab's EHS specialist.

Interim reporting. To successfully move into the RRTP in PGY-4, we ask that you submit a progress report of how your project is coming in time for PGY-4 planning, Dec. 31, 2017. We would appreciate being updated on any courses you complete, meetings you attend, papers you publish, or honors you receive along the way for our yearly NIMH progress report.

Final reporting. To successfully complete the program, you must submit a report on what was done over your time in the RRTP, by May 1, 2018.

Talks. You will be expected to present at least once at WIP dinner, but hopefully once a year or so.

Acknowledge. Publications that result from time in the research track should acknowledge the grant, R25 MH060482, and must conform to NIH open access policy. If the journal you publish in is not open access, you will need to upload the final draft of the paper into NCBI. There are instructions on the web, but contact Jody Williams (jody.williams@ucsf.edu) if you have trouble.

Expenses. The budget you made is an exercise in planning for your work, but admission into the RRTP does not guarantee all expenses will be approved. All budget items will need to be individually okayed by me (and financial services) at the time of ordering, and ordered through Jody Williams from UCSF/BearBuy sources when possible. In general, these are meant to be resources for you, your mentors should have sufficient resources to conduct their research program. No computers, monitors, or personnel allowed per NIH rules. Software okay, check with Jody to see if UCSF has a site license for some of the more common ones.

PGY 3 year:

Time Allocation as determined by RTP/RRTP:

35% Research
65% Clinical Care/Didactics

Based on a 40 hour week of *scheduled* activities (not counting administrative time such as paperwork)

All day Monday and Friday afternoon blocked for research time

Clinical needs:

Specialty clinics:

Addiction
Anxiety
Depression
Geriatrics
Bipolar Disorder
LGBT
WMH
Psychosis
Public Psychiatry
Assertive Community Treatment

Research needs:

TICR course?   Yes_____   No_____   N/A_____

Ethical conduct of research (CITI course) (required) taken?

Ethical treatment of animals   Yes_____   No_____ N/A_____

Training needs (be specific and also identify how you will achieve these training needs, specific courses, etc):

Statistics:

Clinical research methods:

Technical or other research skills needed:

Travel?   Y_____   N_____

Timing/length:

<u>RRTP Goals</u>
List your professional goals for the coming year. Be as specific as possible, and indicate how you will assess if the goal was accomplished (expected outcome).

1. Goal:

Expected outcome:

2. Goal:

Expected outcome:

<u>Long Term Goals</u>
List your professional goals for the RRTP (next 1-2 years). Again, be specific, and indicate how you will assess if the goal was accomplished.

1. Goal:

Expected outcome:

2. Goal:

Expected outcome:

Timeline:

1. Think about 5ᵗʰ year funding. See website, talk to your mentors. MDPhD, minority NIMH supplements, VA, T32s, NRSA, NARSAD, APA, etc.

2. Join organizations specific to your research and apply for travel awards (e.g. SOBP, APA, AAGP, ACAAP)

3. Meet with Career Mentor.

4. Research, lab meetings,

5. Make sure you have Human Research Protections Program (HRPP) certification or Institutional Animal Care and Use Committee (IACUC) Training for animal Research (if applicable).

6. Consider submitting abstracts to meetings.

7. Consider CTSI travel and research awards applications.

8. Continue attendance at Departmental Grand Rounds, Annual Departmental Research Retreat, CA-wide research retreat.

PGY 4 year:

Time Allocation as determined by RTP/RRTP:

75-90% Research
10-25% Clinical Care/Didactics (including family therapy if delayed)

Clinical needs:

Family therapy in this year? Y_____   N_____

Training needs (be specific and also identify how you will achieve these training needs, specific courses, etc):

Statistics:

Clinical research methods:

Technical or other research skills needed:

Travel?

Presentations?

RRTP Goals
List your professional goals for the coming year. Be as specific as possible, and indicate how you will assess if the goal was accomplished (expected outcome).

    3. Goal:

       Expected outcome:

    4. Goal:

Expected outcome:

Long Term Goals
List your professional goals for the next 3-5 years . Again, be specific, and indicate how you will assess if the goal was accomplished.

3. Goal:

Expected outcome:

4. Goal:

Expected outcome:

Timeline:

1. Applications for research fellowships. See website, talk to your mentors. MDPhD, minority NIMH supplements, VA, T32s, NRSA, NARSAD, APA, etc.

2. 2. Join organizations specific to your research and apply for travel awards (e.g. SOBP, APA, AAGP, ACAAP) and ACNP. Check website.

3. NIH loan repayment program: September 1 - November 15 each year.
--You must engage in qualified research for an average of at least 20 hours per week during each quarterly service period of your LRP award.

4. Consider CTSI travel and research awards applications.

5. Consider submitting abstracts to meetings.

6. Research: Data analysis, Preparation for presentation/publication. Acknowledge the grant, R25 MH060482, and must conform to NIH open access policy.

7. Submit Progress Report for RRTP by April 15. Research progress, honors, awards, pubs, presentations, meeting attendance, courses taken,