

NOAA Cooperative Science Center in Atmospheric Sciences and Meteorology (NCAS-M)

Individual Postdoctoral Development Plan (IPDDP)

DIRECTIONS: The **IPDDP** consists of four sections: **1) Background Information, 2) Annual Planning Form, 3) Mid-Year Progress Report, and 4) Year-End Progress Report.**

- 1)** The **Background Information** section should be completed by the postdoctoral fellow at the start of hire or at the beginning of the fiscal year.
- 2)** The **Annual Planning Form** should be completed by the postdoctoral fellow, NCAS-M advisor, and NOAA mentor at the start of hire or at the beginning of the fiscal year to plan postdoctoral activities for the upcoming year.
- 3)** The **Mid-Year Progress Report** should be completed by the postdoctoral fellow and approved by the NCAS-M advisor and NOAA mentor mid fiscal year. This form should document accomplishments, challenges, revisions, and needs.
- 4)** The **Year-End Progress Report** should be completed by the postdoctoral fellow and approved by the NCAS-M advisor and NOAA mentor at the end of the fiscal year. This form should document accomplishments, challenges, and needs.

Please complete each section of the **IPDDP** at the appropriate times.

Thank you!

Background Information

Directions: Please complete all items in this section.

1. Today's Date: _____
2. Name: _____
3. NCAS-M Institution: _____
4. Phone: _____
5. Email: _____
6. Date of Hire: _____
7. Date of Mid-Year Progress Report: _____
8. Date of Year-End Progress Report: _____
9. Highest Degree: _____
10. Graduation Date: _____
11. Graduation Institution: _____
12. Name of NCAS-M Mentor: _____
13. Name of NOAA Scientist Serving as Your Mentor: _____
14. NCAS-M Research Thematic Area: _____
15. Title of Research Project: _____

Directions: Annual Planning Form – please document activities for each item in the Activities column.

ANNUAL PLANNING FORM¹

ACADEMIC/RESEARCH DEVELOPMENT		ACTIVITIES
1.	CONFERENCES: List all conferences you will attend during the year and presentations you will make at conferences during the year, include dates, locations, and titles.	
2.	RESEARCH: List research projects you will be involved in during the year that addresses NOAA-mission science.	
3.	NOAA SITE-BASED RESEARCH: List NOAA site-based research projects you will be involved in during the year. <i>(Each postdoctoral fellow must participate in co-location of at least a one-time NOAA site-based research opportunity that is six (6) consecutive months and not to exceed one (1) year)</i>	
4.	PUBLICATIONS: List peer-review publication(s) you will be working on during the year (include journal name and proposed date for publication(s) submission).	
5.	TECHNICAL SKILLS DEVELOPMENT: List any technical skills you plan to acquire during the year (e.g. use of statistical software, lab equipment).	
6.	COLLABORATIVE ACTIVITIES: List collaborative research activities among postdoctoral fellows, CSC scientists, and NOAA scientists you plan to participate in during the year.	

¹ To be completed at time of hire.

Post-Doctoral Fellow Signature_____

Date_____

NCAS-M Advisor Signature_____

Date_____

NOAA Mentor Signature_____

Date_____

NCAS-M Postdoctoral Fellow Checklist

- Collaborative research among other postdoctoral fellows, NCAS-M scientists, and NOAA scientists
- Co-location at a NOAA facility for a minimum of six (6) consecutive months and not to exceed one (1) year
- Completion of individual postdoctoral development plan (3 times a year)
- Research in NOAA-mission science priority areas

Directions: Mid-Year Progress Report – please document accomplishments, challenges, and needs for each item by the mid-year.

MID-YEAR PROGRESS REPORT²

ACADEMIC/RESEARCH DEVELOPMENT		RESPONSE	ACCOMPLISHMENTS	CHALLENGES	NEEDS
1.	CONFERENCES: List all conferences you attended and conference presentations you made by mid-year, include dates, locations, and titles.				
2.	RESEARCH: List research projects you were involved in by year-end that address NOAA-mission science.				
3.	NOAA SITE-BASED RESEARCH: List NOAA site-based research projects you were involved in by mid-year. <i>(Each postdoctoral fellow must participate in co-location of at least a one-time NOAA site-based research opportunity that is six (6) consecutive months and not to exceed one (1) year)</i>				
4.	PUBLICATIONS: List peer-review publication(s) you worked by mid-year (include journal name and proposed date for publication(s) submission).				
5.	TECHNICAL SKILLS DEVELOPMENT: List technical skills you acquired by mid-year (e.g. use of statistical software, lab equipment).				

² The **Mid-Year Progress Report** should be completed mid fiscal year.

6.	COLLABORATIVE ACTIVITIES: List collaborative research activities among postdoctoral fellows, CSC scientists, and NOAA scientists you participated in by mid-year.				
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Post-Doctoral Fellow Signature _____

Date _____

NCAS-M Advisor Signature _____

Date _____

NOAA Mentor Signature _____

Date _____

NCAS-M Postdoctoral Fellow Checklist

- Collaborative research among other postdoctoral fellows, NCAS-M scientists, and NOAA scientists
- Co-location at a NOAA facility for a minimum of six (6) consecutive months and not to exceed one (1) year
- Completion of individual postdoctoral development plan (3 times a year)
- Research in NOAA-mission science priority areas

Directions: Year-End Progress Report – please document accomplishments, challenges, and needs for each item by from mid-year to year-end.

YEAR-END PROGRESS REPORT³					
ACADEMIC/RESEARCH DEVELOPMENT		RESPONSE	ACCOMPLISHMENTS	CHALLENGES	NEEDS
1.	CONFERENCES: List all conferences you attended and conference presentations you made by year-end, include dates, locations, and titles.				
2.	RESEARCH: List research projects you were involved in by year-end that address NOAA-mission science.				
3.	NOAA SITE-BASED RESEARCH: List NOAA site-based research projects you were involved in by year-end. <i>(Each postdoctoral fellow must participate in co-location of at least a one-time NOAA site-based research opportunity that is six (6) consecutive months and not to exceed one (1) year)</i>				

³ The Year-End Progress Report should be completed at the end of the fiscal year.

4.	PUBLICATIONS: List peer-review publication(s) you worked by year-end (include journal name and proposed date for publication(s) submission).				
5.	TECHNICAL SKILLS DEVELOPMENT: List technical skills you acquired by year-end (e.g. use of statistical software, lab equipment).				
6.	COLLABORATIVE ACTIVITIES: List collaborative research activities among postdoctoral fellows, CSC scientists, and NOAA scientists you participated in by year-end.				

Post-Doctoral Fellow Signature _____

Date _____

NCAS-M Advisor Signature _____

Date _____

NOAA Mentor Signature _____

Date _____

NCAS-M Postdoctoral Fellow Checklist

- Collaborative research among other postdoctoral fellows, NCAS-M scientists, and NOAA scientists
- Co-location at a NOAA facility for a minimum of six (6) consecutive months and not to exceed one (1) year
- Completion of individual postdoctoral development plan (3 times a year)
- Research in NOAA-mission science priority areas