Individual Development Plans

The School of Graduate Studies has a policy requiring all PhD students (and MS students completing a thesis) to submit an annual **Individual Development Plan**. IDPs are intended to contribute to effective mentoring, planning, and communication. Your IDP entry will be saved, so that in each consecutive year, a new IDP can be pre-populated with the entries from the prior year.

1. Go to https://sgs-studentidp.rutgers.edu/ and click "Login to System" at the bottom of the page.

2. Log in with your NetID and password.

3. On the dashboard, click "Complete/Edit IDP" on the left side of the screen.
   o If this is your first time using the website, click "START A NEW IDP."
   o In subsequent years, you can copy and update your existing IDP.

4. Choose your program (Chemistry and Chemical Biology) and enter your semester and year of enrollment.

5. Choose the first option, "Individual Development Plan for CCB Graduate Students," which is the regular IDP form for our graduate students. If you are a student in year seven or above, please click "IDP for CCB graduate students in year seven and above."

6. The system will ask you to confirm your IDP Selection.

7. Search for and choose your faculty advisor, then click the "Save/Continue" button to go to the next screen.

8. Start filling in the IDP. Save your changes using the button on the bottom of the screen. You can also use the modules on the right to navigate to different sections. If you are using the regular IDP form, please skip the Addendum and click "Comments and Submission" after you finish all the other sections.

   PLEASE NOTE: Under the final support section in General Information, you only need to list the fellowship, TA, GA or other resources such as paid internships and outside employment for each semester and summer. You do not need to provide the amount of funding for each item.

9. If you are a student in year seven or above, you only need to fill in the Student Information section and the Addendum. Please use the module buttons to navigate to these sections.

10. After you finish filling in the IDP, please click the submit button.

11. Save a copy of the IDP and email it to your advisor and committee members.