

Center for Atmospheric Sciences, Meteorology, Societal Impacts, and Environment
(CAMSIE)

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 fellow at the start of hire.
- 2)** The **Annual Planning Form** should be completed by the postdoctoral fellow, CAMSIE advisor, and NOAA mentor at the start of hire 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 CAMSIE advisor and NOAA mentor six months after hire. This form should document accomplishments, challenges, revisions, and needs six months after hire.
- 4)** The **Year-End Progress Report** should be completed by the postdoctoral fellow and approved by the CAMSIE advisor and NOAA mentor twelve months after hire. This form should document accomplishments, challenges, and needs twelve months after hire.

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. CAMSIE 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 CAMSIE Mentor: _____
13. Name of NOAA Scientist Serving as Your Mentor: _____
14. CAMSIE 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 publications you will be working on during the year.	
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_____

CAMSIE Advisor Signature_____

Date_____

NOAA Mentor Signature_____

Date_____

CAMSIE Postdoctoral Fellow Checklist

- Collaborative research among other postdoctoral fellows, CAMSIE 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 publications you worked by mid-year.				
5. TECHNICAL SKILLS DEVELOPMENT: List technical skills you acquired by mid-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 participated in by mid-year.				

² The **Mid-Year Progress Report** should be completed six months after hire.

Post-Doctoral Fellow Signature _____

Date _____

CAMSIE Advisor Signature _____

Date _____

NOAA Mentor Signature _____

Date _____

CAMSIE Postdoctoral Fellow Checklist

- Collaborative research among other postdoctoral fellows, CAMSIE 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 areasMentoring (based on CAMSIE Executive Staff observations and mentee reviews)

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

YEAR-END PROGRESS REPORT ³					
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>				
4.	PUBLICATIONS: List peer-review publications you worked by year-end.				
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.				

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

Post-Doctoral Fellow Signature _____

Date _____

CAMSIE Advisor Signature _____

Date _____

NOAA Mentor Signature _____

Date _____

CAMSIE Postdoctoral Fellow Checklist

- Collaborative research among other postdoctoral fellows, CAMSIE 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