

IDP FORMS ONLINE APPLICATION USER GUIDE

August 2025

Johns Hopkins University School of Medicine

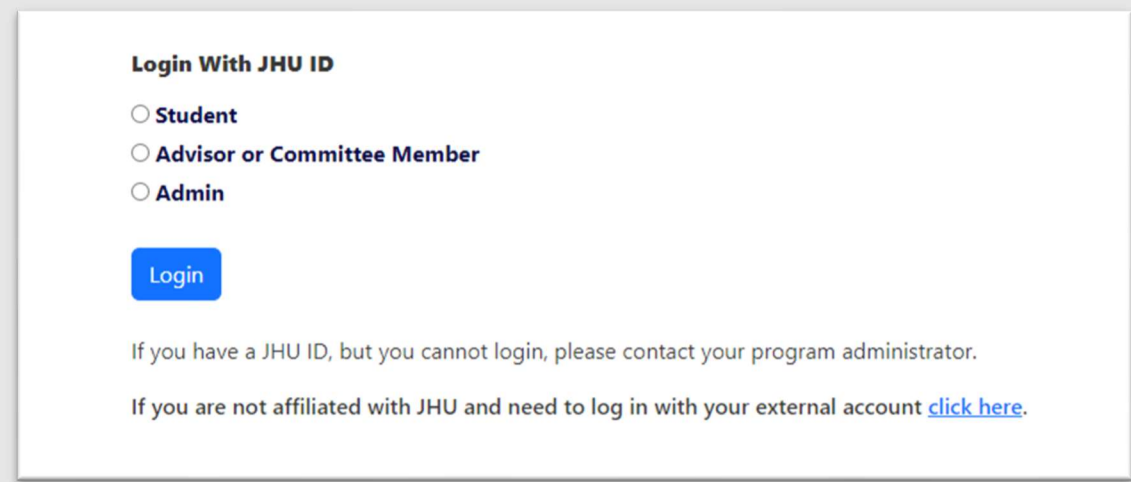
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A. Getting Started

1. User Access

To start, navigate to the PhD Students Academic Progress Tools login page: <https://tcform.jhmi.edu/>

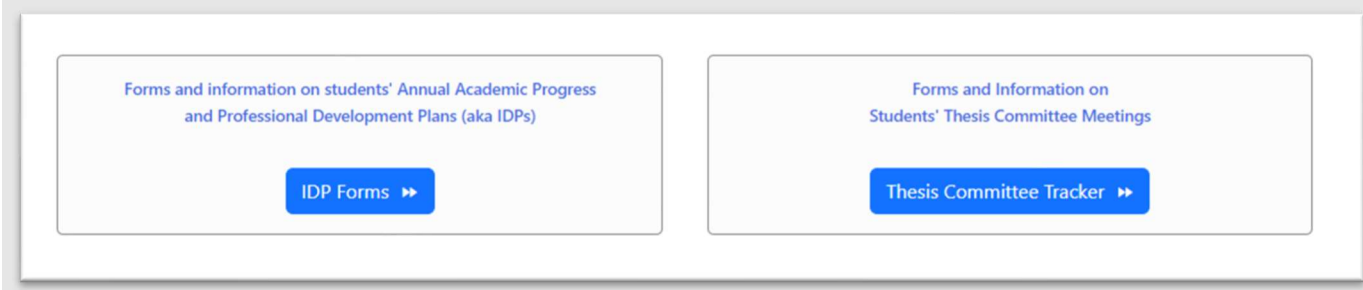


The screenshot shows a login interface titled "Login With JHU ID". It features three radio button options: "Student", "Advisor or Committee Member", and "Admin". Below these is a blue "Login" button. At the bottom, there are two lines of text: "If you have a JHU ID, but you cannot login, please contact your program administrator." and "If you are not affiliated with JHU and need to log in with your external account [click here](#)."

There are three user roles in this system:

- **Student** - Current PhD students at the Johns Hopkins University School of Medicine (JHUSOM)
- **Advisor** – Dissertation advisors to JHUSOM PhD students as listed in SIS
- **Admin** - Authorized graduate program staff

After logging in based on your role, select the “IDP Forms” button on the left:



The screenshot shows a dashboard with two main sections. The left section is titled "Forms and information on students' Annual Academic Progress and Professional Development Plans (aka IDPs)" and contains a blue button labeled "IDP Forms" with a right-pointing arrow. The right section is titled "Forms and Information on Students' Thesis Committee Meetings" and contains a blue button labeled "Thesis Committee Tracker" with a right-pointing arrow.

Please note that all users are required to log in with their JHED ID and password to get access to the IDP Forms. Although external faculty may use the same initial login page to access the Thesis Committee Tracker, external users may not access the IDP Forms application.

B. Process Overview

The Johns Hopkins University requires that PhD students work with their advisors on their annual Academic Progress and Professional Development Plan, also known as their IDP. The IDP Forms application portal allows

users to view and manage the completion trajectory of the IDP forms and meetings. There are three steps in the process:



Respond to questionnaires

Student completes their IDP form.

Advisor completes the corresponding form for this student.



Meet to discuss and plan

After both forms are complete, Student and Advisor can access them in a combined view.

Student and Advisor meet to discuss their responses and develop an action plan.



Submit Meeting Confirmation

Student confirms that the meeting took place by submitting the meeting date.

Note that student and advisor respond to their questionnaires independently. They must submit their own responses before getting access to their counterpart's responses. Both forms must be submitted, before a meeting date can be reported.

C. IDP Form / Questionnaire

The IDP form includes questions on the student's research project and progress, their professional development, the mentoring relationship with the advisor, the overall lab/research team environment, and an evaluation of competencies:

- ▶ Instructions for completing the questionnaire
- ▶ A. Research Project and Progress
- ▶ B. Mentoring
- ▶ C. The Lab/Research Team Environment
- ▶ D. Professional Development
- ▶ E. Evaluation of Competencies
- ▶ F. Focus Areas and Action Plan

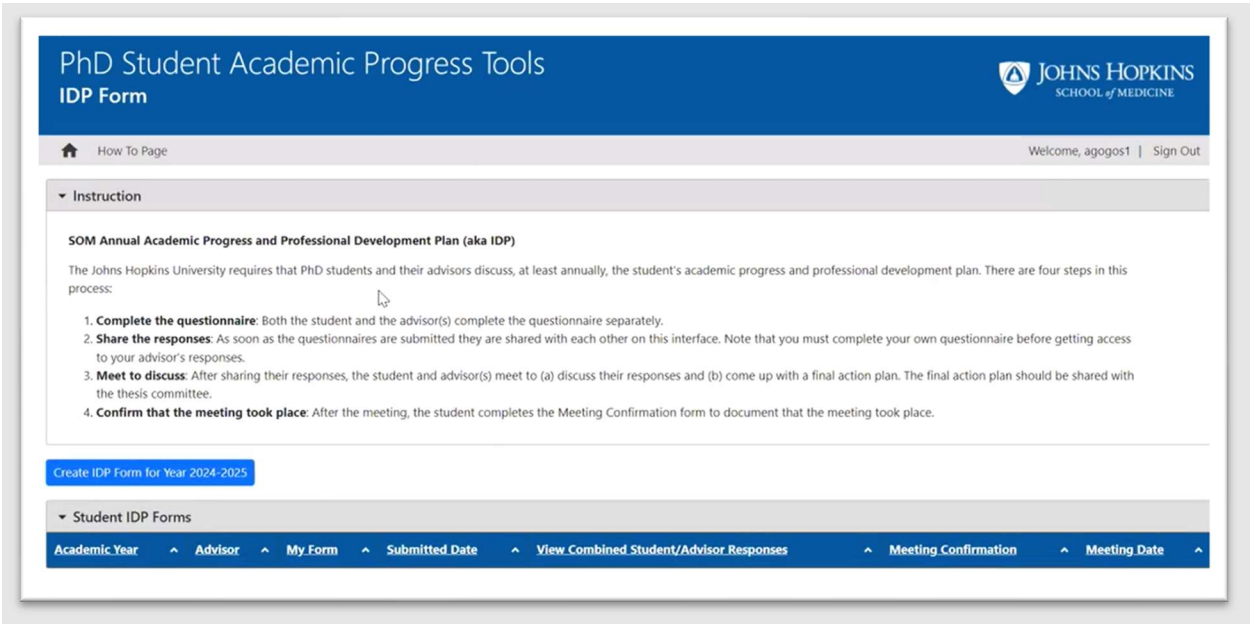
Advisors are asked to respond to some of the same questions that students are asked. You can [follow this link for a full list of questions students and advisors are asked](#). Advisors and students can see each other's responses

only after they complete and submit their own form. Similarly, administrators may see their student and advisor responses only after both have submitted them.

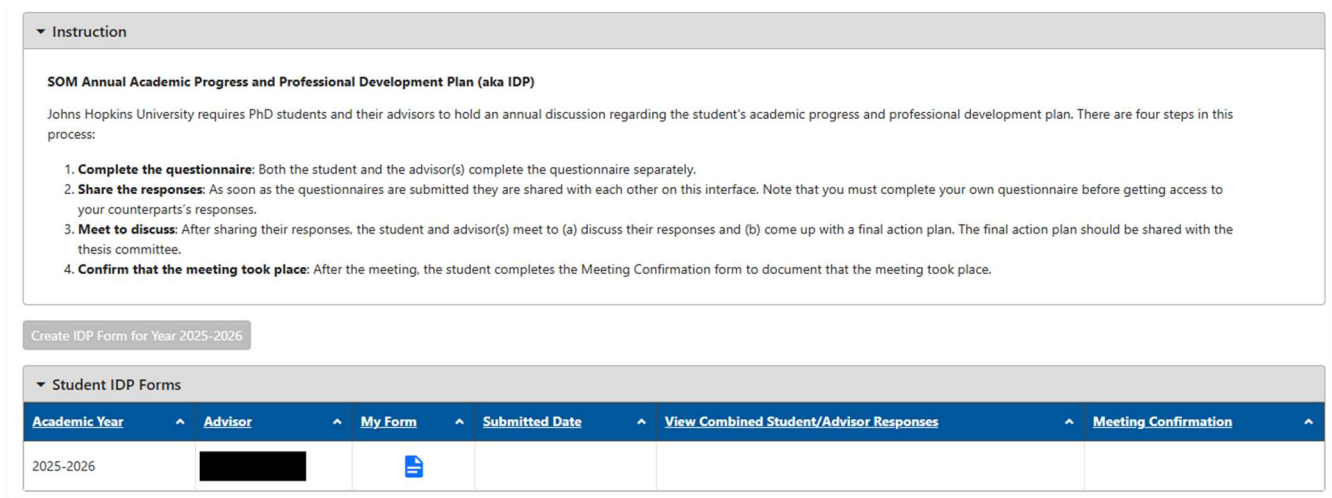
D. Student Portal

1. Creating the Annual IDP Form

The Student Portal allows students to manage their IDP forms. Students may generate a new IDP form once each academic year (defined in this system as September 1 – August 31) by clicking on the big blue button right below the instructions:



After the IDP form for the year is created, it will be listed in the table below and the student will be able to access and complete it through the icon under the “My Form” column. The student will not be able to create another form until the following academic year (the blue button becomes greyed-out / inactive):



2. Completing the form / questionnaire

To edit the IDP form, students access it through the pencil icon under the “My Forms” column (see above). On the first page, they see instructions, their program name, matriculation year, and advisor name(s).

The screenshot shows the 'PhD Student Academic Progress Tools IDP Form' interface. At the top, there's a blue header with the Johns Hopkins School of Medicine logo. Below the header is a navigation bar with tabs: 'IDP Index', 'A-C Sections', 'D Section', 'E Section', 'F Section', and 'How To Page'. The main content area is titled 'GBE Common IDP Form - Academic Year 2025-2026'. It includes a section for 'Instructions for completing the questionnaire' with three bullet points. Below this, it states 'Your form responses will be shared with the assigned Advisor(s) listed below' and shows a table with columns for 'Program', 'Matriculation Year', and 'Advisor'. The 'Program' field is set to 'BCMB', 'Matriculation Year' is '2024', and 'Advisor' is a redacted name. A final note at the bottom says 'If any of the above information is not correct or you do not have an advisor, please contact your program coordinator.'

PhD Student Academic Progress Tools
IDP Form

JOHNS HOPKINS
SCHOOL of MEDICINE

Home IDP Index A-C Sections D Section E Section F Section How To Page Welcome, [Redacted] Sign Out

GBE Common IDP Form - Academic Year 2025-2026

Instructions for completing the questionnaire

- Your questions are listed below and in the other tabs. To see the questions for your counterpart visit [this file](#).
- Be honest and forthright; this document is to be used for the exchange of suggestions and advice.
- If you completed this process last year, start by reviewing the last action plan you developed.

Your form responses will be shared with the assigned Advisor(s) listed below

Program	Matriculation Year	Advisor
BCMB	2024	[Redacted]

If any of the above information is not correct or you do not have an advisor, please contact your program coordinator.

If any of this information is incorrect, it is critical to contact the program coordinator as soon as possible and before the form is submitted.

The different sections on the form may be accessed through the top menu.

It is important to save frequently. You may save what you type in a textbox by clicking on the “Save Textbox” link on its upper right side. You may also save the whole page by clicking on the Save button at the bottom of each page. Also, the Next button has saving functionality.

The screenshot shows a questionnaire section with two text boxes. The first text box is preceded by the question 'What are your plans for publications? Feel free to discuss the types of publications (research article or literature review), authorship role (first author or co-author), and/or timing, as applicable.' and has a 'Save Textbox' link on its right. The second text box is preceded by the question 'How can I, as your thesis advisor, better help you achieve your professional and career development goals? E.g., what people or resources could I connect you to?' and also has a 'Save Textbox' link on its right. At the bottom of the form, there are three buttons: 'Prev', 'Save', and 'Next'. The 'Save' and 'Next' buttons are highlighted with a red box.

What are your plans for publications? Feel free to discuss the types of publications (research article or literature review), authorship role (first author or co-author), and/or timing, as applicable. [Save Textbox](#)

How can I, as your thesis advisor, better help you achieve your professional and career development goals? E.g., what people or resources could I connect you to? [Save Textbox](#)

Prev Save Next

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Section E focuses on evaluation of competencies and provides specific guidance at the top of the page:

IDP Index
 A-C Sections
 D Section
 E Section
F Section
 How To Page

Welcome, | [Sign Out](#)

GBE Common IDP Form - Academic Year 2025-2026

E. Evaluation of Competencies

Both the student and the advisor complete the following table independently and evaluate the level of the student's competency in different areas.

Students: For each area or skill, select the level of competency you believe you have.
Advisors: For each area or skill, select the level of competency you believe the student has.

The goal for each of these areas is to reach "high competency" (levels 4 and 5) by the time the student is ready to graduate.

Levels

1. Unsatisfactory (cannot / does not perform the skill/task)
2. Novice (needs help or guidance when performing this skill/task)
3. Intermediate (help from an expert may be required from time to time, but the skill/task can usually be performed independently)
4. Advanced (can perform the actions associated with this skill without assistance)
5. Expert (demonstrates consistent excellence in this skill/task)

On section F, the student may enter up to 5 areas on which they would like to focus during the next several months. The text entered under the Focus Areas can be automatically copied under their Action Plan by clicking on the link to "refresh page for the next section":

F. Focus Areas and Action Plan

Focus Areas

Please list 5 of the above areas you would like to make a priority for further development in the upcoming year. During your in-person meeting, please discuss with your advisor strategies and resources for identifying activities in the focus areas.

(Each focus area is limited to 50 words.)

Focus Area 1

Conference presentation

Focus Area 2

Focus Area 3

Focus Area 4

Focus Area 5

[Click here to refresh page for the next question](#)

Action Plan

Using your responses above, create an action plan that details your project-specific and professional development goals along with a timeline. This initial draft will support your discussion with your advisor during your meeting. You can finalize the plan together during or after the meeting, outside this interface, and then share it with your thesis committee.

	Goals	Activities	Timeline	Resources
Conference presentation				

Students can then elaborate on their goals, activities, timeline and resources for each focus area.

Before submitting their form, students may preview their responses through the Preview button at the bottom of Section F:

Action Plan

Using your responses above, create an action plan that details your project-specific and professional development goals along with a timeline. This initial draft will support your discussion with your advisor during your meeting. You can finalize the plan together during or after the meeting, outside this interface, and then share it with your thesis committee.

	Goals	Activities	Timeline	Resources
Conference presentation				

[Prev](#) [Save](#) [Preview](#) [Submit](#)

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The Preview opens as a separate window where students can expand /collapse all or individual sections to review their responses and can go back to the application in the original window to make edits.

PreviewStudentFormAY2025 - School - Microsoft Edge
https://staging.tcfom.jhmi.edu/ldpFormStudent/PreviewStudentFormAY2025?pStuFormId=633#

PhD Student Academic Progress Tools
IDP Form

JOHNS HOPKINS SCHOOL of MEDICINE

Welcome, [Name] | Sign Out

Home IDP Index How To Page

GBE Common IDP Form - Academic Year 2025-2026

- ▶ Instructions for completing the questionnaire [Expand All](#)
- ▶ A. Research Project and Progress
- ▶ B. Mentoring
- ▶ C. The Lab/Research Team Environment
- ▶ D. Professional Development
- ▶ E. Evaluation of Competencies
- ▶ F. Focus Areas and Action Plan

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Using your responses above, create an action plan that details your project-specific and professional development goals along with a timeline. This initial draft will support your discussion with your advisor during your meeting. You can finalize the plan together during or after the meeting, outside this interface, and then share it with your thesis committee.

The data on this page has been autosaved.

	Goals	Activities	Timeline	Resources
--	-------	------------	----------	-----------

When ready, students can click on the Submit button at the bottom of Section F to submit their responses.

A pop-up window reminds them that the submitted form will be automatically shared with their advisor as soon as the advisor completes their form. If they are ready, they can click OK. Otherwise, they may Cancel and submit their responses later.

Are you sure you are ready to submit? Your submitted form will be automatically shared with your student as soon as the student form is completed!
Either OK or Cancel.

OKCancel

As soon as students submit their responses, the icon under “My Form” changes from a pencil icon to a document icon indicating that the user cannot edit the form any longer; you can only view it. The date the form is submitted is listed under the next column:

PhD Student Academic Progress Tools
IDP Form

JOHNS HOPKINS
SCHOOL of MEDICINE

Home How To Page Welcome, r1ajoi1 | Sign Out

▼ Instruction

SOM Annual Academic Progress and Professional Development Plan (aka IDP)

Johns Hopkins University requires PhD students and their advisors to hold an annual discussion regarding the student's academic progress and professional development plan. There are four steps in this process:

- 1. Complete the questionnaire:** Both the student and the advisor(s) complete the questionnaire separately.
- 2. Share the responses:** As soon as the questionnaires are submitted they are shared with each other on this interface. Note that you must complete your own questionnaire before getting access to your counterparts's responses.
- 3. Meet to discuss:** After s responses, the student and advisor(s) meet to (a) discuss their responses and (b) come up with a final action plan. The final action plan should be shared with the thesis committee.
- 4. Confirm that the meeting took place:** After the meeting, the student completes the Meeting Confirmation form to document that the meeting took place.

Create IDP Form for Year 2025-2026

▼ Student IDP Forms

Academic Year	Advisor	My Form	Submitted Date	View Combined Student/Advisor Responses	Meeting Confirmation
2025-2026	Gogos, Arhonda		08/11/2025		

3. Combined View of Student-Advisor Responses

As soon as the advisor submits their responses, the student will be able to access them along with their own by clicking on the icon under the “View Combined Student/Advisor Responses” column.

Student IDP Forms					
Academic Year	Advisor	My Form	Submitted Date	View Combined Student/Advisor Responses	Meeting Confirmation
2025-2026			08/11/2025		

This view allows students to go over their responses and their advisor's responses side by side when they meet to discuss. The advisor's responses are shown on a light blue background:

A. Research Project and Progress

When do you expect to graduate?

	Less than 1 year	1 year	2 years	More than 2 years
Student:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

When do you expect your student to graduate?

	Less than 1 year	1 year	2 years	More than 2 years
Advisor:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please share one or two of your academic or research accomplishments from the past year.

Student:

Testing testing.

Please share one or two of the student's academic or research accomplishments from the past year.

Advisor:

asdf

This is particularly useful when reviewing their ratings for the competencies listed in section E:

Levels

1. Unsatisfactory (cannot / does not perform the skill/task)
2. Novice (needs help or guidance when performing this skill/task)
3. Intermediate (help from an expert may be required from time to time, but the skill/task can usually be performed independently)
4. Advanced (can perform the actions associated with this skill without assistance)
5. Expert (demonstrates consistent excellence in this skill/task)

Research/Scholarship

		Unsatisfactory	Novice	Intermediate	Advanced	Expert	Don't know	N/A
Demonstrating ability to explain a broad range of topics in the discipline	Student	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Advisor	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrating ability to perform the key research methods/procedures used	Student	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Advisor	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrating up-to-date knowledge of relevant literature	Student	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Advisor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Creativity and innovation in thinking	Student	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Advisor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

4. Submitting a Meeting Confirmation

It is a university requirement that students meet with their advisors to discuss their IDP, and so they will need to report the date on which this meeting took place by clicking on the icon on the “Meeting Confirmation” column in their table list view:

▼ Student IDP Forms					
Academic Year	Advisor	My Form	Submitted Date	View Combined Student/Advisor Responses	Meeting Confirmation
2025-2026			08/11/2025		

PhD Student Academic IDP Form

How To Page

▼ Instruction

SOM Annual Academic Progress and Professional Plan (aka IDP)

Johns Hopkins University requires PhD students in this process:

1. Complete the questionnaire: Before the meeting, complete the questionnaire.
2. Share the responses: As soon as possible, share your responses with your advisor.
3. Meet to discuss: After sharing the questionnaire with your advisor, meet to discuss the responses.
4. Confirm that the meeting took place: After the meeting, confirm that the meeting took place.

Create IDP Form for Year 2025-2026

Close

▼ Student IDP Forms					
Academic Year	Advisor	My Form	Submitted Date	View Combined Student/Advisor Responses	Meeting Confirmation
2025-2026	Gogos, Arhonda		08/11/2025		

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Students can enter the date of the meeting and save. The advisor and the program administrator will be able to see the date as soon as it is entered.

Note that students are able to report a meeting date only after both they and their advisor submit their IDP forms.

5. Notifications

Only students who have dissertation advisors listed in SIS will be included in these notifications.

All programs have the following notification for students:

- If the student has not submitted their form, notification when their advisor submits theirs.

By default, the following notifications are activated for students, however programs may be request that specific ones are inactivated:

- Notification when the IDP form for the new academic year becomes available (Sept 1)

- c. A week *after* both student and advisor submit their forms, reminder that they need to meet and submit the meeting date
- d. If the meeting confirmation date has not been submitted, reminder that the IDP process must be completed by the end of the academic year (sent 2 months before the Aug 31 deadline)

E. Advisor Portal

1. Generating an IDP Form

The Advisor Portal allows dissertation advisors to manage the IDP forms for all their students in one place.

Advisors may generate a new IDP form for each of their students once per academic year (defined in this system as September 1 – August 31):

- a. Select the student's name from the drop-down menu
- b. Click on the big blue button to create the IDP form

PhD Student Academic Progress Tools
IDP Form

How To Page | Welcome [Name] | Sign Out

Instruction

SOM Annual Academic Progress and Professional Development Plan (aka IDP)

Johns Hopkins University requires PhD students and their advisors to hold an annual discussion regarding the student's academic progress and professional development plan. There are four steps in this process:

- Complete the questionnaire:** Both the student and the advisor(s) complete the questionnaire separately.
- Share the responses:** As soon as the questionnaires are submitted they are shared with each other on this interface. Note that you must complete your own questionnaire before getting access to your counterparts' responses.
- Meet to discuss:** After sharing their responses, the student and advisor(s) meet to (a) discuss their responses and (b) come up with a final action plan. The final action plan should be shared with the thesis committee.
- Confirm that the meeting took place:** After the meeting, the student completes the Meeting Confirmation form to document that the meeting took place.

Note:
If any of your students are missing from the drop-down list or if there are names of students for whom you are not a dissertation advisor, please contact the students' graduate program coordinator as soon as possible.

Create IDP Forms

--Select Student-- Create IDP Form for Year 2025-2026

Search Students: Student Name Search --Select AY--

Advisor IDP Forms

Student Name	Academic Year	My Form	Submitted Date	Student/Advisor Responses	Meeting Date
[Redacted]	2025-2026	[Icon]			

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If any of your students are missing from the drop-down list or if there are names of students for whom you are not a dissertation advisor, please contact the students' graduate program coordinator as soon as possible.

If the advisor already created a form for a specific student and academic year, the blue button would become greyed-out / inactive for that combination.

After the IDP form is created, it will be listed in the “Advisor IDP Forms” table. If an advisor has a long list of IDP forms, they can search by the student’s name using the search tool on the right.

2. Completing the form / questionnaire

After clicking on the pencil icon under the “My Forms” column, advisors can access the different sections of the form through a sub-menu. On each page, they see the name of the student.

Home IDP Index A-D Sections E Section F Section How To Page Welcome, [Redacted] Sign Out

GBE Common IDP Form - Academic Year 2025-2026

Student Name: [Redacted]

Instructions for completing the questionnaire

- Your questions are listed below and in the other tabs. To see the questions for your counterpart visit [this file](#).
- Be honest and forthright; this document is to be used for the exchange of suggestions and advice.
- If you completed this process last year, start by reviewing the last action plan you developed.

Your form responses will be shared with the student listed below

Program	Matriculation Year	Student
BCMB	2023	[Redacted]

- If any of the above information is not correct, please contact the program coordinator.

It is important to save frequently. Advisors may save what they type in a textbox by clicking on the “Save Textbox” link on its upper right side, and they may save the whole page by clicking on the Save button at the bottom of each page. Also, the Next button has saving functionality.

What are your plans for the student's future presentations in scientific meetings? [Save Textbox](#)

Testing testing.

What are your plans for this student's publications? [Save Textbox](#)

[Save](#) [Next](#)

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Section E focuses on evaluation of competencies and provides specific guidance at the top of the page:

IDP Index
A-D Sections
E Section
F Section
How To Page
Welcome, [REDACTED] | Sign Out

E. Evaluation of Competencies

Student Name: [REDACTED]

Both the student and the advisor complete the following table independently and evaluate the level of the student's competency in different areas.

Students: For each area or skill, select the level of competency you believe you have.
Advisors: For each area or skill, select the level of competency you believe the student has.

The goal for each of these areas is to reach "high competency" (levels 4 and 5) by the time the student is ready to graduate.

Levels

1. Unsatisfactory (cannot / does not perform the skill/task)
2. Novice (needs help or guidance when performing this skill/task)
3. Intermediate (help from an expert may be required from time to time, but the skill/task can usually be performed independently)
4. Advanced (can perform the actions associated with this skill without assistance)
5. Expert (demonstrates consistent excellence in this skill/task)

Before submitting their form, advisors may preview their responses through the Preview button at the bottom of Section F:

IDP Index
A-D Sections
E Section
F Section
How To Page
Welcome, [REDACTED] | Sign Out

F. Focus Areas and Action Plan

Student Name: [REDACTED]

Focus Areas

You may list below areas that should be a priority for further development in the upcoming year. During your in-person meeting, please discuss with the student strategies and resources for identifying activities in their focus areas.

[Save Textbox](#)

Action Plan

No questions for faculty in this section.

Prev
Save
Preview
Submit

The Preview opens as a separate window where advisors can expand /collapse all or individual sections to review their responses, and they can go back to the application in the original window to make edits.

When ready, advisors can click on the Submit button at the bottom of Section H to submit their responses. They will see a pop-up window reminding them that their submitted form will be automatically shared with their student as soon as the student submits their form. They may click OK to submit, or they may Cancel and submit later.

As soon as advisors submit their responses, the icon under “My Form” changes from a pencil icon to a document icon indicating that they cannot edit their form any longer; they may only view it. The date the form was submitted is listed in the next column:

▼ Instruction

SOM Annual Academic Progress and Professional Development Plan (aka IDP)

Johns Hopkins University requires PhD students and their advisors to hold an annual discussion regarding the student's academic progress and professional development plan. There are four steps in this process:

- 1. Complete the questionnaire:** Both the student and the advisor(s) complete the questionnaire separately.
- 2. Share the responses:** As soon as the questionnaires are submitted they are shared with each other on this interface. Note that you must complete your own questionnaire before getting access to your counterparts's responses.
- 3. Meet to discuss:** After sharing their responses, the student and advisor(s) meet to (a) discuss their responses and (b) come up with a final action plan. The final action plan should be shared with the thesis committee.
- 4. Confirm that the meeting took place:** After the meeting, the student completes the Meeting Confirmation form to document that the meeting took place.

Note:
If any of your students are missing from the drop-down list or if there are names of students for whom you are not a dissertation advisor, please contact the students' graduate program coordinator as soon as possible.

Create IDP Forms

--Select Student-- ▼

Create IDP Form for Year 2025-2026

Search Students

Student Name

Search

--Select AY-- ▼

▼ Advisor IDP Forms

Student Name	Academic Year	My Form	Submitted Date	Student/Advisor Responses	Meeting Date
	2025-2026		08/11/2025		

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3. Combined View of Student-Advisor Responses

As soon as the student submits their form, the advisor will be able to access the student responses along with their own by clicking on the icon under the “Student/Advisor Responses” column.

▼ Advisor IDP Forms

Student Name	Academic Year	My Form	Submitted Date	Student/Advisor Responses	Meeting Date
	2024-2025		09/03/2024		

This view allows advisors to go over their responses and the student’s responses side by side when they meet to discuss. The advisor responses are shown on a light blue background:

A. Research Project and Progress

When do you expect to graduate?

	Less than 1 year	1 year	2 years	More than 2 years
Student:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

When do you expect your student to graduate?

	Less than 1 year	1 year	2 years	More than 2 years
Advisor:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please share one or two of your academic or research accomplishments from the past year.

Student: Testing testing.

Please share one or two of the student's academic or research accomplishments from the past year.

Advisor: asdf

This is particularly useful when reviewing the ratings for the competencies listed in section E:

Levels

1. Unsatisfactory (cannot / does not perform the skill/task)
2. Novice (needs help or guidance when performing this skill/task)
3. Intermediate (help from an expert may be required from time to time, but the skill/task can usually be performed independently)
4. Advanced (can perform the actions associated with this skill without assistance)
5. Expert (demonstrates consistent excellence in this skill/task)

Research/Scholarship

		Unsatisfactory	Novice	Intermediate	Advanced	Expert	Don't know	N/A
Demonstrating ability to explain a broad range of topics in the discipline	Student	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Advisor	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrating ability to perform the key research methods/procedures used	Student	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Advisor	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrating up-to-date knowledge of relevant literature	Student	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Advisor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Creativity and innovation in thinking	Student	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Advisor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

4. Meeting Confirmation

It is a university requirement that students meet with their advisor to discuss their IDP, and so students need to report the date on which this meeting took place. The meeting date will appear under the corresponding column in the table list of IDP forms (in the screenshot below, the date has not been submitted yet).

Advisor IDP Forms

Student Name	Academic Year	My Form	Submitted Date	Student/Advisor Responses	Meeting Date
[REDACTED]	2024-2025		09/03/2024		

Note that the student can report a meeting date only after both the advisor and the student submit their responses on their IDP forms.

5. Notifications

All programs will have the following notification for advisors:

- a. If the advisor has not completed their form, notification that their student submitted theirs.

By default, the following notifications are activated for faculty, however programs may be request that specific ones are inactivated:

- b. Notification when the IDP form for the new academic year becomes available (Sept 1)
- c. A week *after* both student and advisor submit their forms, reminder that they need to meet
- d. If a meeting confirmation date has not been submitted, reminder that the IDP process must be completed by the end of the academic year (sent 2 months before the Aug 31 deadline)

F. Administrator Portal

Administrators may access information on IDP forms for all the students in their program. On their program's landing page, there is a search tool at the top, and right below there is a listing of the IDP forms.

The same administrators who have access to the Thesis Committee Tracker tool have access to the IDP Forms area.

Academic Year	Student Name	Matriculation Date	Advisor Name	Combined Student/Advisor Responses	Student Completed Date	Advisor Completed Date	Meeting Date
2024-2025		08/26/2021					
2024-2025		08/25/2022			03/20/2025	03/20/2025	03/20/2025
2024-2025		08/25/2022					
2024-2025		07/29/2019			07/23/2025	07/23/2025	07/24/2025

1. Search Tool

Administrators may search the IDP Forms by academic year, the student's matriculation year, or the student's name. They may also search by IDP status:

- Student Completed Form
- Advisor Completed Form
- Combined Form Available (i.e., both student and advisor have submitted their form)
- Meeting Confirmed

- Meeting Not Confirmed

For example if you would like to see all the students for whom a meeting confirmation has been submitted, select “Meeting Confirmed” from the drop down and click on “Search IDPs”. In this case, the search returns the two IDP forms that have an associated meeting date submitted:

Academic Year	Student Name	Matriculation Date	Advisor Name	Combined Student/Advisor Responses	Student Completed Date	Advisor Completed Date	Meeting Date
2024-2025	[Redacted]	08/27/2020	[Redacted]	[Icon]	06/13/2025	06/11/2025	06/13/2025
2024-2025	[Redacted]	08/22/2024	[Redacted]	[Icon]	06/04/2025	06/11/2025	06/11/2025

2. IDP Forms List

In the listing of the IDP forms (see above), there are columns for the academic year, the student's matriculation date, and the advisor's name. The remaining columns indicate the stage of completion:

- Combined view of student and advisor responses, after both are submitted
- Completion date of the student form
- Completion date of the advisor form
- Meeting date

Administrators may use the headers of these columns to sort the table as needed. The meeting date is submitted by the student, after both student and advisor complete their forms and meet to discuss their responses. Therefore a submitted meeting date indicates that the process has been completed.

3. Combined View of Student-Advisor Responses

Administrators may access the student and advisor responses through a combined form by clicking on the icon under the corresponding column:

Student List							
Academic Year	Student Name	Matriculation Date	Advisor Name	Combined Student/Advisor Responses	Student Completed Date	Advisor Completed Date	Meeting Date
2024-2025	[Redacted]	08/27/2020	[Redacted]	[Icon]	06/13/2025	06/11/2025	06/13/2025
2024-2025	[Redacted]	08/22/2024	[Redacted]	[Icon]	06/04/2025	06/11/2025	06/11/2025

Administrators can access the different sections of the form and collapse or expand them as needed. The student and advisor responses are shown next to each other within each section.

GBE Common IDP Forms - Academic Year 2025-2026

Student: Lajoie, Rachel **Advisor:** Gogos, Arhonda [Print Form](#) [Expand All](#)

▸ Instructions for completing the questionnaire
▸ A. Research Project and Progress
▸ B. Mentoring
▸ C. The Lab/Research Team Environment
▸ D. Professional Development
▸ E. Evaluation of Competencies
▸ F. Focus Areas and Action Plan

4. Notifications and Email Management

These notifications go to students who have a dissertation advisor listed in SIS and their dissertation advisors.

All programs have the following notifications:

- If the user has not completed their form, notification that their counterpart submitted theirs.

By default, the following notifications are activated, however programs may be request that specific ones are inactivated:

- Notification when the IDP form for the new academic year becomes available (Sept 1)
- A week after both student and advisor submit their forms, reminder that they need to meet and submit the meeting date
- If the meeting confirmation date is not submitted, reminder that the IDP process for the academic year must completed (sent two months before the August 31 deadline)

5. Reporting

On the IDP Index tab, administrators can download completion data by using the search tool at the top of the page and then clicking **Export to Excel** to export their results.

[Home](#)
[How To Page](#)
[IDP Index](#)
[IDP Email Templates](#)
Welcome, [Redacted] | [Sign Out](#)

GBE Common IDP Forms for Program

▼ IDP Search

Program

Academic Year

Matriculation Year

Student Name Search

IDP Status

BCMB

2024-2025

Select Year

Combined Form Available

Search IDPs

Clear All Filters

Export to Excel

▼ Student List

Academic Year	Student Name	Matriculation Date	Advisor Name	Combined Student/Advisor Responses	Student Completed Date	Advisor Completed Date	Meeting Date
2024-2025	[Redacted]	[Redacted]	Cochella, Maria		04/13/2025	04/14/2025	04/14/2025
2024-2025	[Redacted]	[Redacted]	Wong, Philip		04/09/2025	04/14/2025	04/15/2025
2024-2025	[Redacted]	[Redacted]	Cochella, Maria		03/16/2025	03/18/2025	03/19/2025

6. Technical Support

Students and advisors are directed to contact the program administrators. If there are errors in the information shown in the system (e.g., wrong or missing advisor), please check that the information is correctly listed in SIS before opening a service ticket.

Otherwise, administrators may contact OIT for technical support through the “Report a Problem” button at the bottom of each page or through the [Service Desk Portal](#).