### Attachment A

# Individual Training & Development Plan for

# NIH Grants Management Specialist

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| EMPLOYEE INFORMATION |
| NAME OF EMPLOYEE |  | TRACK/TITLE |  |
| OP/DIV/OFFICE |  | TELEPHONE NUMBER |  |
| SHORT-RANGE CAREER GOALS(1 YEAR) |  | LONG-RANGE CAREER GOALS(2-4 YEARS) |  |
| SHORT- RANGE GOALS |
| Desired Skills/Competencies | Developmental Activities- - On-The-Job Training (OJT)- - Self-Development Activities (SDA)- - Classroom Training (CT) | Date of Training | Cost |
| Process Management - Develops and monitors processes and organizes resources to achieve desired results |  |  |  |
| Quantitative Analysis - Examines and evaluates numerical data to manage and achieve results. |  |  |  |
| Financial Analysis - Gathers, analyzes and presents financial, operating and contractual information about proposed business transactions. Responsibly evaluates and manages monetary resources. |  |  |  |
| Grants Administration - Administers grants and cooperative agreements, applying knowledge of organizational needs and deadlines. |  |  |  |
| Procedural and Regulatory Compliance Management - Maintains standards and adheres to regulatory guidelines and requirements with regard to processes and procedures. |  |  |  |
| Employee specific goals |  |  |  |
| LONG-RANGE GOALS |
| Desired Result(s) |  | Date of Training | Cost |
| Employee’s specific goals |  |  |  |
| Signature of Employee(Employee’s Name) | Date | Signature of Supervisor(Supervisor’s Name)(Title) | Date |