### Attachment A

# Individual Training & Development Plan for

# NIH Grants Management Specialist

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 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 | | |