

Q. I cannot get past Step 2.

A. This system is currently accessible to faculty, professional researchers, project scientists only but will be expanded to other investigators in 2024. (A [complete list of Title Codes with access is available on the MARC webpage.](#)) Contact your department human resources personnel or your primary mentor.

Q. I cannot skip Steps.

A. Steps cannot be accessed in random order; you are restricted to a linear progression between steps.

Q. My IDP was returned. What should I do next?

A. Returned IDP indicates that your mentor would like you to make some revisions to your IDP. Click on the “View Reason” button on the Mentee Dashboard to read a short note about why the IDP was returned or what action your mentor would like you to take. It is recommended that you make an appointment with your mentor, to discuss your IDP further, if needed.

Once you understand why the IDP was returned, access the Mentee Dashboard, click on “Edit” and make the necessary updates. Then you can resubmit it for review. (Please note: The “View Reason” button will disappear once you start making your revisions.)

Q. I am not able to edit my IDP.

A. Once an IDP has been “Acknowledged/Approved” by your Primary Mentor it is considered final and cannot be edited. If you would like to make additional updates to an “Acknowledged/Approved” IDP, make a copy of the “Acknowledged/Approved” IDP, rename it and make changes to this “new” IDP.

Q. How can I print or email a copy of my IDP?

A. Mentees, once you have started an IDP it will appear as “In Progress” on the Mentee Dashboard. Click on the “View” button to open a PDF version of that IDP. You can then print or email a copy of the PDF. (Please note: Mentees can view their IDP regardless of the status. However, Mentors are not able to view In Progress IDPs.)

Q. Why can't I access the Mentee?

A. You must be UC Davis Health Faculty (SOM or SON) with a record in UCPATH to access the online IDP. Scientists in the Professional Research and Project Scientist series may also have access to the online IDP. If you are seeing an error when you try to access the Mentee Dashboard, it means that the system could not validate that you are a faculty member. If you feel you are seeing this in error, contact the Mentoring Academy for Research in Cancer for assistance at [hs-cancerscholars@ucdavis.edu](mailto:hs-cancerscholars@ucdavis.edu).

Q. Step 5 asks if I am eligible for an academic action in the next two years, but I am not sure.

A. This Ask your departmental academic personnel analyst or contact UC Davis Health Academic Personnel website: <http://health.ucdavis.edu/academicpersonnel/>

Phone: 916-734-4610