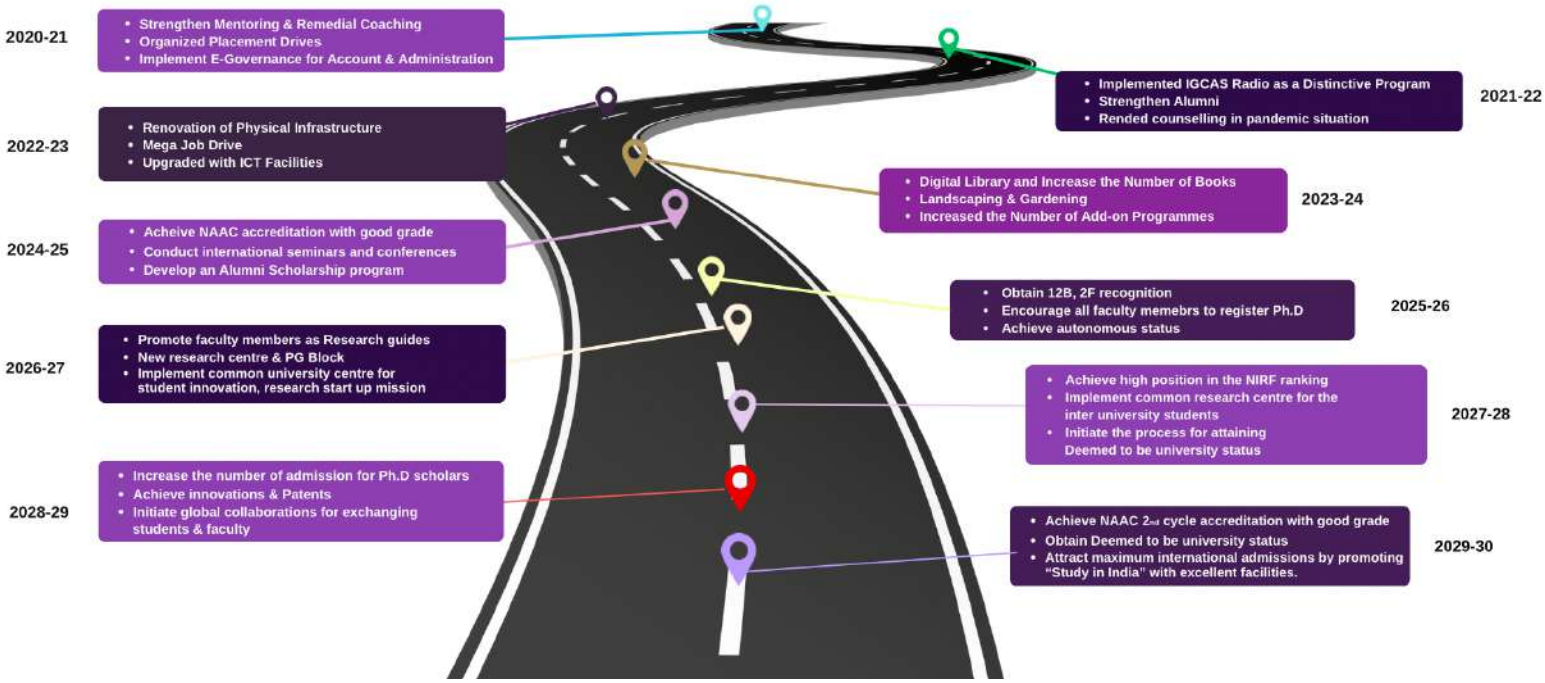INSTITUTIONAL DEVELOPMENT PLAN