

## SOAP Highlights for Institutional Officials

### SOAP Principles

- Programs participating in SOAP **MUST** accept applications only through ERAS and **MUST** offer unfilled positions only through SOAP until 11:00 a.m. ET on Thursday of Match Week.
  - Program directors cannot contact applicants or their representatives until their application is received.
  - Program directors cannot “create” positions for unmatched applicants.
  - Program directors cannot contact SOAP-ineligible applicants until SOAP concludes.

**Note: NO program director, regardless of Match-participation status, can discuss, interview for, or offer non-Match positions to SOAP-eligible applicants.**

**Note: NO institution administrator or faculty member can contact directors of unfilled programs on behalf of unmatched applicants until the program initiates contact.**

- Programs can opt out of SOAP but **CANNOT** extend offers until after SOAP concludes at 11:00 a.m. Eastern Time on Thursday of Match Week.
- At the conclusion of SOAP:
  - Programs can “create” positions **ONLY** for partially-matched applicants beginning at 11:00 a.m. Eastern Time on Thursday.
- **Positions offered/accepted during SOAP establish a binding commitment enforced by the Match Participation Agreement.**

### How SOAP Works

- Applicants express preferences by applying to programs using ERAS.
- Programs express preferences with lists of applicants created in the R3 system.
- Positions are offered through the R3 system to applicants in order of a program’s preference list and according to the number of unfilled positions remaining in the program.
  - Applicants have 2 hours in which to accept, reject, or let offers expire.  
**Note: Offers rejected will NOT immediately be issued to the next available applicant on the program’s preference list. Offers are extended ONLY at the start of a SOAP round.**
  - The R3 system updates preference lists real-time to show whether applicants have accepted or rejected offers or have become unavailable because an offer has been accepted in another program.
  - Programs receive an email notification when an offer is accepted.

### Verifying Program Participation in SOAP

To participate in SOAP, programs must set the SOAP Participation Indicator in the R3 system to “Yes”. **SOAP participation status of programs MUST be approved in the R3 system by the Institutional Official. The deadline to set the SOAP Participation Indicator is the Rank Order List Deadline.**