

Introduction to the 2020 Main Residency Match Webinar - Questions and Answers

On September 12, NRMP Chief of Match Operations Jeanette Calli presented a webinar designed to assist program staff in administering their programs in the Main Residency Match. The first in a series of webinars, the presentation provided introductory information about the Match as well as information about program set-up options, Match policies, and support resources. Future webinars will address entering and certifying rank order lists and Match Week, including the Supplemental Offer and Acceptance Program.

Below are the webinar questions and answers received from participants to further assist as you prepare for the 2020 Main Residency Match season.

When is the Quota Change Deadline?

At any time after the Main Residency Match[®] opens on September 15, program directors can increase or decrease their quota, or the number of positions they desire to fill through the Match. Quota changes must be made in the Registration, Ranking, and Results[®] (R3[®]) system and finalized no later than **January 31, 2020 at 11:59 p.m., Eastern Time.**

Quotas will be changed after the January 31 deadline only in cases of extreme emergency, such as loss of funding or loss of accreditation or if the Accreditation Council for Graduate Medical Education (ACGME[®]) approves an increase in resident complement. Requests for those exceptions must be made in writing by the institutional official and sent to the attention of the NRMP President and CEO by email at support@nrmp.org

Is the Match calendar the same for Fellowships?

No, each Fellowship Match has its own Match calendar. Visit the “Participating Fellowships” section of the NRMP web site at www.nrmp.org for the Fellowship Match calendar.

If we are in the Match as a categorical program but happen to have a PGY-2 position open, is that considered an advanced position? Or is it just a categorical spot that happens to be a PGY 2?

It depends on the specialty. A PGY-2 position must be filled through the Match if the position is in a specialty that is accredited to begin at either the PGY-1 or PGY-2 level, even if the program fills PGY-1 positions as categorical. A PGY-2 position that will start in July 2020 must be put into the Match as a Physician-Reserved or “R” position.

Can a program coordinator also be a program administrator?

Different institutions may use different terminology for program roles. The NRMP program coordinator (PC) is usually the same program coordinator that is listed with the Accreditation Council for Graduate Medical Education (ACGME). The PC assists the program

director (PD) administer the program in the Match by viewing program details, entering the rank order list (ROL), and updating program information.

How can we update user profile information?

After you have registered your individual R3 system account and logged in to the system, click your name in the upper right-hand corner of the screen. From the drop-down menu, click "Profile".

If we have had a program director change, how do we get that updated to be sent an email for registration?

If the PD has been updated on the ACGME website, the NRMP can make the change. Send an email to support@nrmp.org with name of your institution and program, the NRMP program code, and the new PD's first and last name, e-mail address, and date of birth.

Does the institutional official (IO) have to register before the program director?

No, the IO is not required to register before the PD but, until the IO registers and activates the institution and its programs, PDs cannot make any program changes.

If my program director added me as the program coordinator, will I still get a "new user" email?

If you have been added as the PC and created a user account for the program, you will not receive a token link to register as a new user. You will receive an email with a link to log in and register for the 2020 Main Residency Match on Monday, September 16.

Would we use the R program type for +1 positions? If so, how do I add that?

Please contact the NRMP at 866-653-6767 to discuss your specific program requirements and settings.

What if a PGY-2 left the program? Can you make a change for the addition of a PGY-3?

Except for Child Neurology programs, PGY-3 positions are not filled through the Match.

What if there is a change in program director before Match Day?

Program director information can be updated at any time during the Match season by the institutional official, institutional administrator, or the NRMP if the PD has been updated on the ACGME website. Send an email to support@nrmp.org with name of your institution and program, the NRMP program code, and the new PD's first and last name, email address, and date of birth.

How do you update the billing contact person?

The billing contact can be updated by the institutional official or institutional administrator on the institution's information page, under the "Billing" tab.

I am trying to register a profile on the NRMP website and my program (Neurology) is not listed. Is this something my IO will have to help me with?

The 2020 Main Residency Match does not open until Sunday, September 15th, at 12:00 p.m. Eastern Time. To add a new program or confirm if your program is listed in the 2020 Match, contact the NRMP Help Desk at 1-866-653-6767.

If an applicant ranks a Joint Advanced-Preliminary program and matches to the advanced program, does that mean they can only match with that joint preliminary program or they do not have to?

Applicants have the option to list the designated preliminary PGY-1 position on their supplemental rank order list. The linked joint preliminary PGY-1 program must be ranked by the applicant on the supplemental rank order list for a Match to occur.

My Match Home Page has Match Year 2019. Will that change soon or is our program not registered?

The 2020 Main Residency Match does not open until September 15th at 12:00 p.m. Eastern Time. Last year's Match information will display if you are accessing the system prior to September 15. If your program participated last year, it will automatically roll over to be included in the 2020 Match.

Does the IO have to activate the program or just approve changes or both?

The institutional official assumes overall responsibility for the institution's participation in each Match including activating programs **and** approving program changes such as quota changes, withdrawals, reversions, and SOAP participation status.

What defines all institution policies that must be provided to applicants? Surely not the whole policy manual?

From the [Match Participation Agreement](#), section 4.5 Completeness, Timeliness, and Accuracy of Information:

“Programs are at all times responsible for the completeness, timeliness, and accuracy of information they provide to applicants. Programs shall provide a copy of the contract the applicant will be expected to sign if matched to the program if such contract is available, or a copy of the contract currently in use. Programs also must provide all institutional policies regarding eligibility for appointment to a residency position. The contract and all other information must be communicated to applicants in writing prior to the Rank Order List Certification Deadline.”

Clarification please on Complete, Timely, and Accurate Information. The contract and policies have to be sent to ALL applicants that are invited or only those that come to interview?

The information must be communicated in writing to interviewees prior to the Rank Order List Certification Deadline. The NRMP recommends programs obtain a signed acknowledgment from each interviewee that confirms institutional policies regarding eligibility for appointment have been shared. If institutional policies regarding applicant eligibility are available online, interviewees should be informed where the information can

be found and the acknowledgment should indicate that the interviewee was notified of the location of policies on the institution's website.

We have a combined program that requires communication about applications to three separate programs to schedule interviews - is this allowed?

Yes, you can communicate with and about applicants as necessary within the institution. Please contact the NRMP at 866-653-6767 to discuss your specific program requirements.

Do applicants pay a fee for each program they place on their rank list?

The applicant registration fee for the Main Residency Match includes the listing of up to 20 unique program codes on the primary rank order list and up to 20 unique codes on all supplemental rank order lists combined. For each program code ranked over 20, NRMP charges an extra rank fee of \$30 per program code up to the maximum of 300 ranks. There also is a graduated Length of Rank Order List fee for ROLs that exceed 100 ranks.

In the future, will the NRMP offer multiple logins for programs that require two or more program coordinators?

The NRMP's R3 system allows only one program coordinator role for each program. There are no plans to offer access to additional coordinators.

What does the acronym "SOAP" stand for?

SOAP is the Supplemental Offer and Acceptance Program. Positions left unfilled after the matching algorithm has been processed are offered to eligible applicants through the [SOAP process](#).

We cannot look at applications until we receive the token that the DIO will send?

The application and interview processes are not managed by the NRMP. ERAS and NRMP are two different systems. ERAS provides the application service for the matching process. Please contact ERAS at 202-828-0413 for questions about reviewing applications.

If I have an advanced program that needs to fill for this year, 2020, as advanced and for 2021 as Joint A-P, do I need to put in two registration forms for the two different tracks?

If your advanced program has a PGY-2 position that will begin training in July 2020, that position must be entered in the Match as a Physician-Reserved or "R" program track. Your advanced program that will begin training in 2021 will be entered in the Match as an Advanced or "A" program track. Please complete a [New Program Form](#) for each track if the program tracks did not participate in last year's Match.

Can a program coordinator (PC) also be the institutional administrator (IA)?

Yes, users can hold multiple role types in the R3 system.

Can current PGY-2, 3, or 4 residents go through the Match?

Yes, residents who have honored their Match commitment or who do not have a concurrent year Match commitment or NRMP violation may re-enter the Match. PDs should check the Applicant Match History in the NRMP's R3 system to assess and applicant's status.

There is no Match of which I am aware that is available for Addiction Medicine. How will the All In policy affect us?

As there is no Match currently for Addiction Medicine fellowships, the All In Policy does not apply to Addiction Medicine programs. The All In Policy is voluntarily implemented by the specialty group sponsoring organization for the Fellowship Matches participating in the Specialties Matching Service.

If we already filled our 2021-22 fellow positions, who do we notify that we are not going to use ERAS or NRMP?

When the Fellowship Match opens for your specialty, your institutional official should mark the program as Not Participating. ERAS and NRMP are two different systems. Please contact ERAS at 202-828-0413 for questions about their system.