



## Fellowship Match Program Checklist

Check the [Schedule of Dates](#) for your specific Match events.

### Registration

- [Register for the Match](#). NRMP accounts are assigned to the user, not the institution or program. Users must not share their username and password.
  - **New Program Director/Coordinator:** Create your individual account in the Registration, Ranking, and Results<sup>®</sup> (R3<sup>®</sup>) system using the token link sent by email when the Match opens.
  - **Returning Program Director/Coordinator:** When the Match opens, log in to the R3 system by entering your username and password.
- **Set a program coordinator.** If desired, program directors can [add or update a program coordinator](#) in the R3 system to assist with the matching process. The coordinator must create an individual account. It is a Match violation if the coordinator uses the program director's log in credentials.
- Institutional officials must activate the institution for participation in the Match. Once the institution is active, each program track also must be activated. Activation may be done by the institutional official (IO), but they also have the option to direct the program director (PD) or institutional administrator (IA) to activate the program(s). This allows the IO the ability to ensure the PDs confirm their participation in the Match at the program level and allows PDs to update their program directory information and the program quota in a more timely and efficient manner. Non-ACGME accredited programs in a fellowship Match can only be activated by the IO and require an attestation that the institution has oversight of the program's participation in the Match. Please ensure your program is active if you intend to participate in the Match. During the Match, the IO must approve all quota changes, reversions, and other program changes.
- [Watch video](#) on “**Institution and Program Match Process**” and view [resources on managing programs](#).
- Ensure all staff involved in the interview and matching processes understand and adhere to the terms of the [Match Participation Agreement](#) and [Code of Conduct](#).

- Once your program has been activated, **update your program quota** in the R3 system. The quota is the number of fellows NRMP will attempt to match to your program for the appointment year, and NRMP pre-loads the R3 system with the final quota from the prior-year Match. The program quota must be finalized by the Quota Change Deadline. Some Fellowship Matches have voluntarily implemented the [All In Policy](#), which requires programs to attempt to fill all positions in the Match if registered for the Match.
- **Update the program's public contact information.** This information is under the Program Directory Information tab in the R3 system.
- Before offering applicants interviews, [use the Applicant Match History](#) in the R3 system to determine whether applicants have Match commitments or are eligible for appointment.
- Remind all applicants your program is participating in the Match and to register for the appropriate Match.
- Provide applicants your NRMP program code(s) so they can easily find and rank your program in the R3 system.

## Ranking

- **Begin [creating the program rank order list \(ROL\)](#) in the R3 system.** The ROL is the list of applicants, ranked in order of preference, whom the program has interviewed and wishes to train.
- [Set up reversions in the R3 system](#), if necessary. Reversions must be entered and approved by the Rank Order List Certification Deadline.
- **Finalize and [certify your rank order](#) list by the Rank Order List Certification Deadline.** To participate in the Match, the rank order list must be certified. Do not wait until the last minute to enter and certify the ROL. Program coordinators are prohibited from certifying rank order lists.

## Results

- **Check your Match results** by logging in to the R3 system at 12:00 p.m. ET on Match Day. Go to "My Reports" and click *Confidential Roster of Matched Applicants* to find out who matched to your program. Other reports of interest are the *Match Results Statistics* and the *Match Results by Ranked Applicant*.
- **Print/save copies of reports** you wish to retain for archival purposes. Approximately six months after Match Day, the database will be closed and

reports no longer will be available in the R3 system. Historical reports can be requested for a fee.