LEVERAGING YOUR SOAP EXPERIENCE
Tips and Directions for Programs Participating in SOAP

The Match Week Supplemental Offer and Acceptance Program® (SOAP®), a collaboration between the NRMP® and ERAS®, is designed to minimize the stress and chaos associated with Match Week activities for unmatched applicants and unfilled programs. SOAP begins at 12:00 PM Eastern Time (ET) on Monday, March 16, and concludes at 5:00 PM ET on Thursday, March 19. To achieve the best results during SOAP, ERAS and the NRMP recommend that you follow these simple instructions:

Pre-SOAP Preparation Activities

☐ **New ERAS Users:** If your program did not receive applications via ERAS during the regular season, contact ERAS at 202-828-0413 or by email at erashelp@aamc.org before 5:00 PM ET on Friday, March 13, to receive instructions on accessing the Program Directors Workstation (PDWS) software for use during SOAP.

☐ **Current ERAS Legacy PDWS Users:** Log on to the PDWS and “Contact the ERAS PostOffice” to download any remaining application files before SOAP commences so you can focus your Match Week efforts on SOAP activity.

☐ Identify staff members who will be available during SOAP to assist you with selecting qualified applicants for your SOAP preference list.

☐ Familiarize yourself with the SOAP-specific pre-defined filters in the PDWS designed to help you identify eligible applicants right away. Modify as necessary to meet your needs.

☐ Review important NRMP SOAP policies with staff to ensure they understand the rules:
  ○ Only eligible applicants and programs, as defined by NRMP, can participate in SOAP.
  ○ Applications from SOAP-eligible applicants must be submitted only through ERAS. No other contact is permitted by, or on behalf of, applicants until the program has initiated contact. Use the updated telephone numbers and email provided on the “General/Personal” tab of the ERAS application to contact applicants directly.
  ○ Programs may initiate contact/communications with applicants only after receiving their ERAS applications, beginning at 2:00 PM ET on Monday, March 16.
  ○ Only SOAP-eligible applicants can be offered unfilled positions until SOAP concludes at 5:00 PM ET on Thursday of Match Week, and those positions must be offered and accepted only through the Registration, Ranking, and Results® (R3®) system. **Programs are prohibited from asking applicants to indicate whether they will accept an offer if one is extended through SOAP.**
  ○ The type(s) of positions for which an applicant is eligible will be identified in the PDWS; however, final authority of applicant eligibility resides in the NRMP R3 system, which will allow program directors to place on their preference lists only applicants who are eligible for the positions being offered.
Once SOAP Begins (Monday, March 16 at 12:00 PM ET)

- ERAS Blackout Period: The ERAS PostOffice (for Legacy PDWS users) and the web-based PDWS will be unavailable from 12:00 – 1:59 PM eastern time on Monday, March 16, to allow participants to organize themselves for SOAP activities.

- Applicants may submit a total of 45 applications during SOAP according to the following schedule:
  - 35 applications: Monday, March 16, at 1:00 PM – Wednesday, March 18, at 2:29 PM
  - 10 applications: Wednesday, March 18, at 2:30 PM – Thursday, March 19, at 5:00 PM

- Programs may begin accessing application materials at 2:00 PM on Monday.
  - If you are using the legacy PDWS and are having difficulty contacting the ERAS PostOffice, keep your system connected and it will attempt to log on every 10 minutes, even if unattended. When you have downloaded all your files, please disconnect to allow others an opportunity to establish a connection. ERASHub users need only start up the tool and it will download and process application materials at regular intervals in the background while you review your applications.
  - Applications sent during SOAP in the Legacy PDWS will have a check mark next to “SOAP Application” on the Status tab of the Review Sheet.
  - Applications sent during SOAP in the web-based PDWS will display with a light bulb in the header section in Review Application.

- Review and evaluate applications using program criteria. Initiate contact with applicants for interview or obtain additional information from medical school staff.

- Start creating your preference list in the R3 system beginning at 11:30 AM ET on Tuesday, March 17.
  - Refer to the NRMP SOAP User Guides for instructions on creating a preference list. The Guides can be found under the “Help” function in the R3 system.
  - In order for your preference list to be used to offer positions during a SOAP round, it must be certified no later than 5 minutes before a round begins (e.g., 11:55 AM on Wednesday, March 18). The program coordinator can enter a preference list but only the program director can certify the list.
  - Although you may update your preference list as late as 5 minutes before each offer round, you should update your preference list as soon as you have identified a candidate to whom you wish to offer a position. Keep your preference list updated and certified at all times as a risk mitigation strategy.

- There are 5 SOAP rounds, during which applicants have two hours to accept or reject their offers. Offers will be sent by the R3 system:
  - Wednesday, March 18, at 12:00 PM and 3:00 PM
  - Thursday, March 19, at 9:00 AM, 12:00 PM, and 3:00 PM

- Normal ERAS activities will resume at 5:00 PM ET on Thursday, March 19.

- At 6:00 PM ET on Thursday, March 19, the List of Unfilled Programs will be accessible in the NRMP R3 system by program directors and institutional officials, who can update the number of unfilled positions remaining in the program. All unfilled programs, regardless of whether they participated in SOAP, will be displayed on the list at that time.