



## Fellowship Match Institution Checklist

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

### REGISTRATION

- New Institutional Official/Administrator:** Create your account in the [Registration, Ranking, and Results® \(R3®\) system](#) using the token sent via email when the Match opens.

**Returning Institution Official/Administrator:** When the Match opens, log in to the R3 system by entering your username and password.

Do not share your username or password. It is a Match violation to allow any other individual to use your log in credentials.

- Institutional Official: If desired, **set an institutional administrator** in the R3 system to assist with the matching process. The administrator will receive a token to create an account.
- Confirm the program director(s)** listed in the R3 system are correct.
- Check with program directors in your institution to **confirm which programs should be activated** for Match participation. If a program is activated and subsequently withdrawn from the Match, the institution and program fees will be assessed. Program directors will not be able to update any program information until the programs have been activated. As the IO, you are required to approve all quota changes, reversions, and other special requirements.
- Ensure NRMP emails reach your institution by [sharing whitelist information with your institution's IT department](#).
- Watch ["The Match 101: A Primer for Institutional Officials"](#) video tutorial
- Monitor and follow up with programs** in the Match to ensure program directors have registered and reviewed the program quota prior to the Quota Change Deadline.
- Approve all program quota changes and withdrawals** in the R3 system. The quota is the number of fellows NRMP will attempt to match to your program(s) for the appointment year. Program quotas must be finalized or, if a program will not participate in the Match, it must be withdrawn by the Quota Change Deadline.
- Encourage program directors to update their programs' public contact information.** This information will be updated periodically in the Match Program Rating and Interview Scheduling Manager (PRISM®), a free smartphone app that allows applicants to track, organize, and rate programs during the interview process.
- Be sure all program directors and other staff involved in the interview and matching process understand and adhere to the terms of the Match Participation Agreement. **Share the [Communication Code of Conduct](#)** with them.

## RANKING

- ❑ **Ensure participating programs have finalized and certified rank order lists by the Rank Order List Certification Deadline.**
- ❑ **Update billing contact information** to ensure the institution receives the Match invoice and does not incur late fees.

## RESULTS

- ❑ **Check your Match results** by logging in to the R3 system at 12:00 p.m. ET on Match Day. Results for your programs are available on your Match Home Page. Go to “My Reports” and click *Confidential Roster of Matched Applicants* to find out who matched to your program(s). 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 nine 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.