



## Main Residency Match Institution Checklist

### REGISTRATION

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

**Returning Institutional Official/Administrator:** Log in to the **R3** system when the Match opens 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.

**Match Opens: September 15, 2016 at 12:00 p.m. ET**

- Institutional Official (IO):** If desired, set an institutional administrator in the **R3** system to assist with the matching process. The administrator must create an individual account. It is a Match violation if the administrator uses the institutional official's log in credentials.
- Confirm that the program director(s) and coordinator(s) listed in the R3 system are correct and make any necessary changes.**
- Check with program directors in your institution to confirm which programs should be activated for Match participation.** Program directors will not be able to update any program information until their programs have been activated. As the IO, you are required to approve all quota changes, reversions, and other substantial program changes.
- [Watch "The Match 101: A Primer for Institutional Officials" video tutorial](#)
- Be sure staff involved in the interview and matching processes understand and adhere to the terms of the Match Participation Agreement, *particularly the new policy prohibiting program staff from asking applicants to reveal the names, specialties, geographic locations, or other identifying information about programs to which they have or may apply.***
- Encourage program directors to update their public contact information.** This information will be updated periodically in the Match Program Rating and Interview Scheduling Manager, **The Match PRISM®**, a free smartphone app that allows applicants to track, organize, and rate programs during the interview process.
- Approve all program quota changes and withdrawals in the R3 system.** The quota is the number of residents 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 Program quotas must be finalized or, if a program will not participate in the Match, it must be withdrawn by the Quota Change Deadline.

**Quota Change/Withdrawal Deadline: January 31, 2017 at 11:59 p.m. ET**

- Like and follow the NRMP** on Facebook, Twitter, or LinkedIn for reminders and updates.
- Approve the Match Week Supplemental Offer and Acceptance Program® (SOAP®) participation status for every Match-participating program.** NRMP encourages programs to participate in **SOAP** in

the event all positions are not filled when the matching algorithm is processed. **SOAP** participation status must be selected and approved by the Quota Change Deadline.

**SOAP Participation Status Verification Deadline: January 31, 2017 at 11:59 p.m. ET**

### **RANKING**

- Ensure Match-participating programs have finalized and certified rank order lists by the Rank Order List Deadline.**

**Rank Order List Deadline: February 22, 2017 at 9:00 p.m. ET**

- [Learn about SOAP](#) online and join the Match Week and **SOAP** Listserv.

### **RESULTS**

- Learn if your programs filled and assist them in SOAP participation, if necessary.**
- Review your programs' Match results.** *Confidential Roster of Matched Applicants* report for programs available in the **R3** system on Thursday, March 16 at 2:00 p.m. ET. Reports cannot be shared.
- Celebrate Match Day!** Match Day is Friday, March 17. Results are available to applicants in the **R3** system at 1:00 p.m. ET. Matched applicants can be contacted after that time.
- Print Match reports.** The Match will close in the **R3** system on June 30 at 11:59 p.m. ET, and Match reports will no longer be available.

[\*\*View Institution/Program Toolkit\*\*](#)