Setting the SOAP Participation Indicator in the R3 system

As part of their Match participation, program directors must indicate in the Registration, Ranking, and Results (R3) system whether they will participate in the Supplemental Offer and Acceptance Program® (SOAP®) to fill available positions during Match Week. Program directors electing to participate in SOAP agree to accept applications ONLY through ERAS and offer positions ONLY through SOAP.

Programs do not have to participate in SOAP, but those programs CANNOT extend offers until after SOAP concludes at 11:00 a.m. Eastern Time on Thursday of Match Week.

SOAP participation MUST be set in the R3 system and approved by the NRMP Institutional Official by the Quota Change Deadline!

How do I set the SOAP participation indicator in the R3 system?
A Program Director can:

1. Log in to the R3 system with username and password.
2. Click My Programs from left menu bar on the Match Home Page and click Program Description for the program that needs to be edited.
3. Select Yes or No in response to the question “Will this program participate in the Supplemental Offer and Acceptance Program (SOAP)?”
4. Click Save SOAP Participation.

Repeat steps as necessary to set the SOAP participation indicator for multiple programs.

Remember...
- The SOAP participation indicator must be set and approved in the R3 system by the Quota Change Deadline
- The institutional official is responsible for approving programs’ SOAP participation.
- Programs for which the SOAP participation indicator is not set will automatically be set to “No.”