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## Supplemental Offer and Acceptance Program® (SOAP®) 2021 GUIDE FOR PROGRAMS

The Match Week Supplemental Offer and Acceptance Program (SOAP) is the process for offering positions that are unfilled after the matching algorithm has been processed to eligible unmatched and partially matched applicants. The National Resident Matching Program® (NRMP®) manages SOAP in the Registration, Ranking, and Results® (R3®) system, and the Association of American Medical Colleges® (AAMC®) delivers SOAP applications through the Electronic Residency Application Service® (ERAS®). Only unfilled programs that previously indicated in the R3 system that they will take part in SOAP can participate.

### Prepare for SOAP

#### Steps to take in ERAS [Program Directors' WorkStation \(PDWS\)](#)

- **NEW ERAS Users:** If your program did not receive applications via ERAS during the regular season, please contact [ERAS Client Technical Support](#) (202-828-0413) by **Friday, March 12 at 5 p.m. ET**. ERAS will provide instructions on accessing the PDWS during SOAP.
- Enter the NRMP Program Code for each training track listed in [ERAS Account Maintenance \(EAM\)](#).
- Utilize SOAP-specific filters in the PDWS to quickly identify eligible applicants. Filters can be modified to meet your program's needs.

#### Review SOAP Policies and Resources with staff

Identify staff who will assist in the selection of applicants for your program's SOAP preference list. If your program is unfilled, ensure staff understand the SOAP process and NRMP's SOAP policies.

#### Resources

- [SOAP Process for Programs video](#)
- [2021 Match Week & SOAP Schedule](#)
- [Match Week and SOAP information and instructions](#)

#### Rules

- Applications from SOAP-eligible applicants **MUST** be submitted through ERAS.
- Except for submission of the ERAS application, neither applicants nor their representatives may contact or communicate with the program until the program has first initiated contact with the applicant.
  - Programs receiving communication from an applicant or their representative before contacting the applicant must report the communication to [policy@nrmp.org](mailto:policy@nrmp.org).

- Program staff may initiate contact with SOAP-eligible applicants only after receiving their ERAS application during SOAP. Programs can contact applicants by phone, email (listed on the “General/Personal tab” on the ERAS application), PDWS message center, or however they may choose.
- **Programs may not ask applicants to indicate whether they will accept an offer if one is extended during SOAP.**
- Offers extended during SOAP constitute a binding commitment if the offer is accepted during a SOAP Offer Round.
- Only SOAP-eligible applicants applying to programs during SOAP may be offered unfilled positions before the conclusion of SOAP on Thursday, March 18 at 3 p.m. ET. All positions must be offered and accepted only through the R3 system.
- After SOAP concludes, programs can create positions for **partially matched applicants** in order to create a full course of training.

## During SOAP

### Review Applications in the PDWS

- **ERAS Blackout Period:** The PDWS will be unavailable on Monday, March 15 from 8:30 a.m. – 3 p.m. ET to allow applicants to apply to SOAP programs.
- Applicants may begin submitting applications on Monday, March 15 at 12 p.m. ET. Applicants will have access to all 45 SOAP applications at that time. Applicants may apply to new programs or reapply to programs that received their applications during the regular season.
- Programs may begin reviewing applications on Monday, March 15 at 3 p.m. ET.
  - SOAP applications will have an **orange SOAP label** in the Applications, Scheduler, and Ranking modules of the PDWS.
  - Additional SOAP information such as an applicant’s eligibility, match status, and reapply applicant details will display in the SOAP header in *Review Application*. (Applicant’s eligibility and match status will be updated in the PDWS after NRMP’s SOAP Offer Rounds 1, 2, and 3).
  - SOAP Apply and SOAP Reapply tags will display next to specific track(s) in which the applicant has expressed interest.
- Programs should review and evaluate applications and initiate contact with applicants to schedule an interview or obtain additional information.

### Create Preference Lists in NRMP R3 system

- Programs can begin creating preference lists in the NRMP R3 system on Tuesday, March 16 at 11:30 a.m. ET. Preference lists are used to offer positions during a SOAP Round.
- **Preference lists must be certified no later than 5 minutes before a Round begins.**
  - Round 1 – Wednesday, March 17 at 11:55 a.m. ET
  - Round 2 – Wednesday, March 17 at 2:55 p.m. ET

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- Round 3 – Thursday, March 18 at 8:55 a.m. ET
  - Round 4 – Thursday, March 18 at 11:55 a.m. ET
  - Program coordinators may create preference lists, but only program directors can certify the preference lists.

### Offer Rounds in the R3 system

- Offers will be sent on March 17 at 12 p.m. ET (Round 1), March 17 at 3 p.m. ET (Round 2), March 18 at 9 a.m. ET (Round 3), and March 18 at 12 p.m. ET (Round 4).
  - Positions will be offered to applicants in order of a program’s preference list and according to the number of unfilled positions remaining in the program.
  - Applicants have two hours to accept or reject offers.
  - Offers that are not accepted or rejected at the end of each SOAP Round will automatically expire.
  - Applicants can receive multiple offers in any Round.
- The R3 system updates preference lists in real-time, showing whether applicants have accepted or rejected offers.
  - Applicants who have accepted another program’s offer will show as “unavailable” on a program’s preference list.
- Email notifications will be sent to programs when an offer is accepted.
- An offer rejected by an applicant will NOT be sent to the next available applicant on the program’s preference list until the next Offer Round.
- The number of applicants available on a preference list can change in each SOAP Round. Program directors are encouraged to monitor their lists and add applicants, as necessary.

### Post SOAP

- ERAS will resume normal operations on Thursday, March 18 at 3 p.m. ET.
- The *List of Unfilled Programs* will be accessible to program directors and institutional officials on Thursday, March 18 at 2:30 p.m. ET in the R3 system. All unfilled programs, regardless of their participation in SOAP, will be displayed. The *List* will become available at 3 p.m. ET to all unmatched and partially matched applicants, regardless of their SOAP-eligibility. Programs may remove unfilled positions from the *List* if they do not intend to fill them before the list is released to applicants. Programs may update the *List* as positions are filled after SOAP concludes.

### Additional Resources & Support

**NRMP:** [Resources](#) | Support: [support@nrmp.org](mailto:support@nrmp.org), 866-653-NRMP (6767), 202-400-2233

**ERAS:** [Resources](#) | Support: [ERAS Client Technical Support](#), 202-828-0413