



Main Residency Match® Institution Checklist

Resources and support guides to assist you with the Match process are available at www.nrmp.org.

REGISTRATION

Match opens: September 15, 2021 at 12:00 p.m. ET

- Register for the Match.** NRMP accounts are assigned to the user, not the institution or program. Users must not share their username and password.
 - **New Institutional Official/Administrator:** Create your individual account in the Registration, Ranking, and Results® (R3®) system using the token link sent by 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.
- Set an institutional administrator.** If desired, institutional officials can add or update 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 programs, program director(s), and coordinator(s) listed in the R3 system are correct and make changes as needed.**
- Check with program directors to confirm which programs should be activated for Match participation.** Program directors will not be able to update any program or quota information until their programs have been activated. Institutional officials are required to approve all quota changes, reversions, and other program changes. Learn more about change approvals at www.nrmp.org.
- Watch the "Institution and Program Match Process" video and view program resources** on www.nrmp.org.
- Be sure staff involved in the interview and matching processes understand and adhere to the terms of the Match Participation Agreement.**
- Encourage program directors to update the program's public contact information.** This information is made available in the R3 Program Directory and the Match Program Rating and Interview Scheduling Manager, or The Match PRISM®, a free smartphone app that allows applicants to track, organize, and rate programs during the interview process.
- Like and follow the NRMP** on Facebook, Twitter, or LinkedIn for reminders and updates. Use #Match2022 in social media posts.
- 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. If a program is not participating in the Match, it must be withdrawn by the Quota Change Deadline.
Quota Change/Withdrawal Deadline: January 31, 2022 at 11:59 p.m. ET

- ❑ **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 some 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, 2022 at 11:59 p.m. ET

RANKING

Rank order list entry begins: February 1, 2022 at 12:00 p.m. ET

- ❑ **Monitor and approve reversions in the R3 system.** Reversions are an option to revert, or donate, unfilled positions in one program to another during the matching process. Reversions must be approved by the Rank Order List Certification Deadline.
Rank Order List Certification Deadline: March 2, 2022 at 9:00 p.m. ET
- ❑ **Monitor and ensure Match-participating programs have certified rank order lists by the Rank Order List Certification Deadline.**
Rank Order List Certification Deadline: March 2, 2022 at 9:00 p.m. ET
- ❑ **Learn about SOAP** at www.nrmp.org and join the Match Week and SOAP Listserv.

RESULTS

Match Week: March 14-18, 2022

- ❑ **Learn if the institution's programs filled and assist them in SOAP participation, if necessary,** on Monday, March 14, time to be announced.
- ❑ **Review program Match results.** *Confidential Roster of Matched Applicants* report for programs will be available in the R3 system on Thursday, March 17, at 3:00 p.m. ET. The information is confidential and cannot be shared until 12:00 p.m. ET on Friday, March 18.
- ❑ **Celebrate Match Day!** Match Day is Friday, March 18. Results are available to applicants in the R3 system at 12:00 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, 2022, at 11:59 p.m. ET, and Match reports will no longer be available.