



Fellowship Match Institution Checklist

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

Registration

- **[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.**
- **Activate the institution for participation in the Match**. Only the institutional official can activate the institution, and it must be activated before programs can be activated for participation.
- **Once the institution is active, each program track also must be activated by the institutional official or they can direct the program director or institutional administrator to activate the program(s)**. Non-ACGME accredited programs in a fellowship Match can only be activated by the institutional official and require an attestation that the institution has oversight of the program's participation in the Match.
 - 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 program changes. [Support guides and resources](#) available to walk you through the change approval process.

- Ensure NRMP emails reach your institution by [sharing whitelist information with your institution's IT department](#).
- [Watch video](#) “The Match Process for Programs and Institutions” and view [resources on managing programs](#).
- Ensure staff involved in the interview and matching processes understand and adhere to the terms of the [Match Participation Agreement](#) and review the [Code of Conduct](#).
- **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. [Support guides and resources](#) are available to walk you through the change approval and withdrawal process.
- **Encourage program directors to update the program's public contact information.** This information is available under the Program Directory Information tab in the R3 system.

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 six 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.

