



INTRODUCTION TO THE FELLOWSHIP MATCH

Jeanette Calli, MS, Chief of Match Operations

David Dojcsak-Sparks, MBA, Senior Director of
Policy and Compliance

Thursday, February 16, 2023

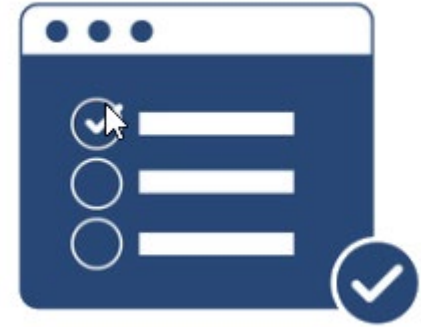
AGENDA

- Introduction and Myth-busting
- Match Schedules
- Getting Started
 - Program Activation, Set-up and Quota Changes
- Match Policy
- Creating and Certifying a Rank Order List
- The Matching Algorithm
- Match Day!
- Q & A

NRMP MATCHING PROGRAMS

2022 Main Residency Match®

- 42,549 active applicants/6,087 programs
- 39,205 PGY-1 and PGY-2 positions
- 94.2% overall position fill rate



Specialties Matching Service® (SMS) - 22 Fellowship Matches

- 5,436 programs in 71 subspecialties
- 12,571 fellowship positions
- 11,078 positions (88.1%) were filled
- 4,407 programs (81.1%) filled all positions
- 12,586 applicants participated in at least one Fellowship Match and 81.5% obtained a position

CORRECTING MYTHS AND MISCONCEPTIONS

NRMP is a matching program that allows participants to register for Matches, create rank order lists, and receive Match results.

- NRMP and ERAS are separate organizations and systems
- NRMP does not know who has applied to your program or who you have interviewed
- NRMP does not set eligibility requirements or qualifications for fellowship applicants
- NRMP does not know when program information changes on ACGME®



MATCH ROLES AND RESPONSIBILITIES

- **Institutional Official (IO):** provides oversight for all programs in the Match, activates programs, and approves changes (usually the ACGME DIO)
- **Institutional Administrator (IA):** assists the IO with administering programs in the Match
- **Program Director (PD):** manages the program's participation in the Match including adding program tracks, entering reversions, changing the quota, certifying the ROL, and editing a certified ROL
- **Program Coordinator (PC):** assists the PD with administering the program including viewing program details, entering the ROL, and updating program information



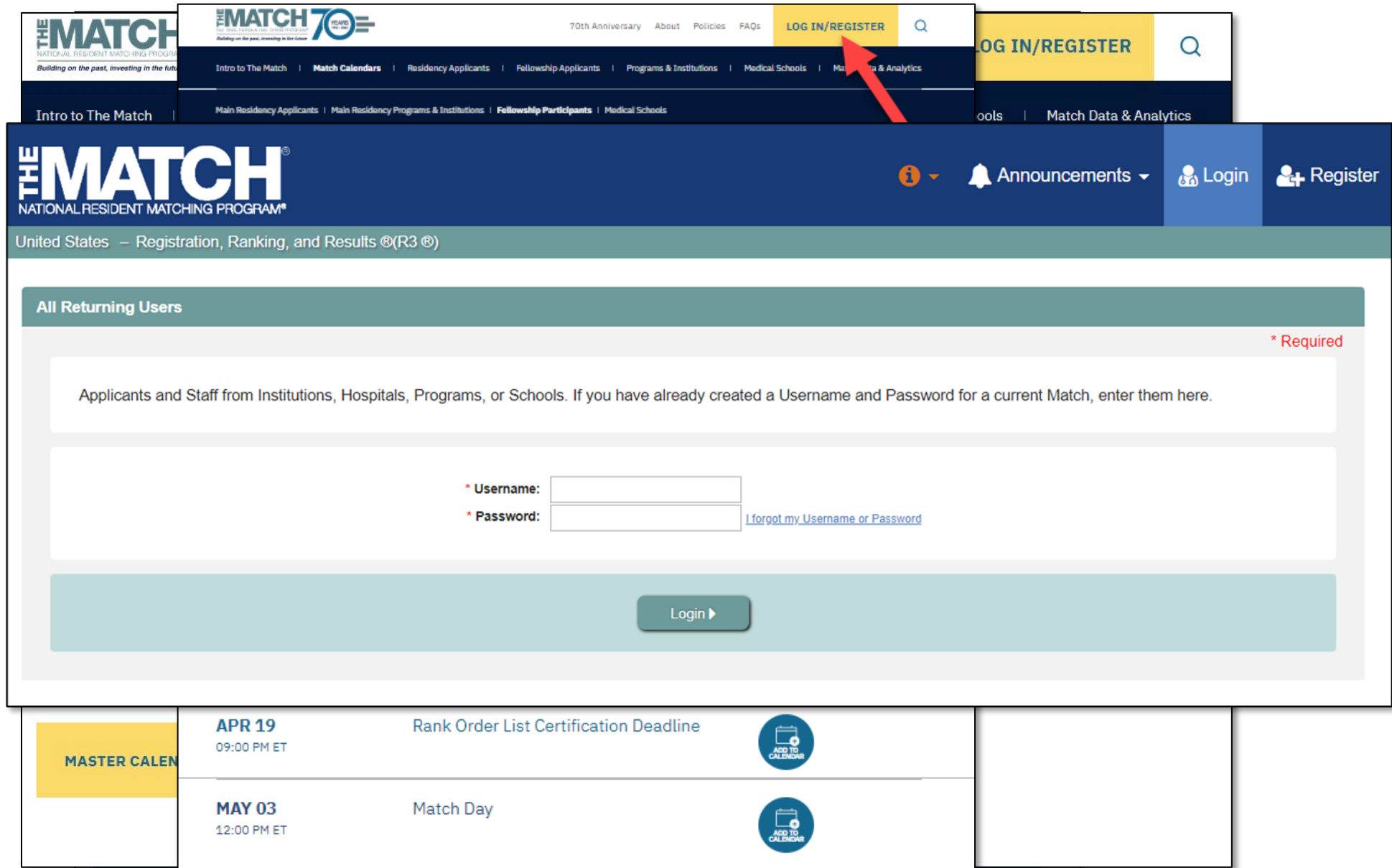
Only one program coordinator can be designated per program in R3.

MATCH SCHEDULE

Match Opens at noon, ET	All Program and Institution users receive an email with a token code link or their username
Ranking Opens at noon, ET	Ranking function in the R3 system opens for both applicants and programs
Quota Change Deadline at 11:59 p.m. ET	Deadline for changes to the quota (the number of positions you intend to fill in the Match) Program Withdrawal Deadline
Rank Order List Certification Deadline at 9:00 p.m. ET	Deadline for both applicants and programs to enter and certify the ROL
Match Day at noon, ET	Results are released in the R3 system for both applicants and programs. Unfilled/Unmatched Lists released



GETTING STARTED – THE R3[®] SYSTEM



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70th Anniversary | About | Policies | FAQs | **LOG IN/REGISTER** | Search

Intro to The Match | Match Calendars | Residency Applicants | Fellowship Applicants | Programs & Institutions | Medical Schools | Match Data & Analytics

Main Residency Applicants | Main Residency Programs & Institutions | Fellowship Participants | Medical Schools

THE MATCH[®]
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United States – Registration, Ranking, and Results ®(R3 ®)

All Returning Users

* Required



Applicants and Staff from Institutions, Hospitals, Programs, or Schools. If you have already created a Username and Password for a current Match, enter them here.

* Username:

* Password: [I forgot my Username or Password](#)

Login ▶

MASTER CALENDAR

APR 19 09:00 PM ET	Rank Order List Certification Deadline	
MAY 03 12:00 PM ET	Match Day	

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TOKEN LINK & REGISTRATION

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Welcome to The Match
The NRMP results and smartphone app are available. Below is a not partic
Your token
Click the to password
Please no
Match Cho
Once you
Participan
The NRMP
www.nrmp.org

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All Returning Users

* Required

Applicants and Staff from Institutions, Hospitals, Programs, or Schools. If you have already created a Username and Password for a current Match, enter them here.

* Username:

* Password: [I forgot my Username or Password](#)

[Login ▶](#)

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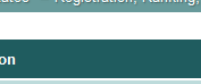
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MATCH PARTICIPATION AGREEMENT

- Updated for the 2023 SMS
- Provides the rules governing the matching process.
- Different versions for different users.
- Important Notices provide highlights of the Match Participation Agreement (MPA).
- All Match participants must electronically sign the MPA as part of the registration process.



MATCH PARTICIPATION AGREEMENT





Gomez Addams - TEST

United States — Registration, Ranking, and Results @R3 @

Match Registration

Institution: National Medical Center-Test Institution - Washington, DC

Role: Institution Administrator

Username: gomez_addams

Match Participation Agreement

Match Participation Agreement for Institutions

Specialties Matching Service® (SMS®)

TABLE OF CONTENTS

1.0 Introduction to the Specialties Matching Service

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6.3 Confidentiality

6.4 Restrictions on Persuasion

6.5 Program Quota, Tracks, and Reversions

6.6 Withdrawal from the Match

force and effect.
Failure of any party to act or exercise its rights under this Agreement upon the breach of any other terms hereof by any other party is not to be construed as a waiver of the right of the party to later enforcing compliance with any or all of the terms hereof. This Agreement contains the entire agreement between the parties with respect to the subject matter hereof. No representations, promises, or conditions not incorporated in this Agreement will not be binding upon any of the parties. No modification of this Agreement shall be made by the party against whom it is to be enforced.

* Password:

Cancel Registration

I Accept

PROGRAM CODES

Every program has a unique 9-11-character code:

- Characters 1-4: the institution code
- Characters 5-7: the ACGME specialty code
- Character 8: program type letter
- Character 9-11: track number

Ex: 1000445F0



Provide the NRMP program code to applicants to assist them in ranking your program.

MATCH HOME PAGE

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Options ▾

Gomez Addams - TEST ▾

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Match Home Page

Institution: [National Medical Center-Test Institution - Washington, DC](#)

Role: Program Director

Username: [gomez_addams](#)

Match Year:

Appointment Year:

You currently have 0 Active Programs in the Match.

Program Description ▴	NRMP Program Code ▴	Program Status ▴	Program Director ▴	Reversions ▴	Current Quota ▴
Pediatric Surgery	1000445F0	INITIAL	Gomez Addams - TEST (Pledged on Feb 13, 2023)	D0 R0	2

Match Event	Start Date	End Date
Register	08 Feb 12:00 PM EST	19 Apr 09:00 PM EDT
Rank	22 Mar 12:00 PM EDT	19 Apr 09:00 PM EDT
Match Computation	19 Apr 09:00 PM EDT	03 May 12:00 PM EDT
Match Results	03 May 12:00 PM EDT	03 Nov 12:00 AM EDT
Closed	03 Nov 12:00 AM EDT	

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Options ▾

Gomez Addams - TEST ▾

Institution: National Medical Center-Test Institution - Washington, DC

Role: Program Director

Username: gomez_addams

Institution Status: INITIAL

Program Name: Pediatric Surgery

Program Type: Fellowship

Program Status: INITIAL

Match Year:

Appointment Year:

NRMP Institution Code: 1000

ACGME Inst Code:

NRMP Program Code: 1000445F0

ACGME Program Code: 4451000222

Status

Quota

Change Requests & Approvals

Program Director/Coord

Public Contact

Reversions

PROGRAM ACTIVATION

All program information rolls over from the previous Match

IOs are responsible for activating the institution and programs

Inform your IO if a program track will not be used for the current Match so it can be marked as Not Participating

Programs cannot make any updates until the program has been activated

QUOTA CHANGES

Quota = Number of positions to be filled in the Match

- Quota information rolls over from the previous Match
- PD is responsible for confirming quota and making any changes
- PD must be registered before the Quota Change Deadline to review or change quota
- IO is responsible for approving all quota changes

QUOTA CHANGES & WITHDRAWALS

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NATIONAL RESIDENT MATCHING PROGRAM[®]

i

1

Home

Options

Gomez Addams - TEST

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View Program Details

Institution:

National Medical Center-Test Institution - Washington ,DC

Role:

Program Director

Username:

gomez_addams

Institution Status:

ACTIVE

Program Name:

Pediatric Surgery

Program Type:

Fellowship

Program Status:

ACTIVE

Match Year:

Appointment Year:

NRMP Institution Code:

1000

ACGME Inst Code:

NRMP Program Code:

1000445F0

ACGME Program Code:

4451000222

Status

Current Program Status

ACTIVE

Withdraw ▶

Quota

Change Requests & Approvals

Program Director/Coord

Public Contact

PROGRAM INFORMATION

- Ensure program director/coordinator and public contact information is updated: address, email, website
- Public contact information is periodically loaded into PRISM app
- Public information also will be in the *List of Unfilled Programs* if your program does not fill when the matching algorithm is processed

PROGRAM INFORMATION

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Options ▾

Gomez Addams - TEST ▾

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Public Contact

Program Address

Program Address

☐ Use Institution Address

* Country

United States ▾

Mail Stop

* Street Address Line 1

100 maple street

Street Address Line 2

1600 Pennsylvania Avenue NW

Street Address Line 3

* City / Town

Washington

* State

District Of Columbia ▾

* Zip / Postal Code

20001

Program Contact Information

Public Phone Number

(987) 654-3210

Public Fax Number

Public Email Address

coordinatorname@nationaltest.org

Program URL

www.nationaltest.org/pedsurgeryfellowship

Cancel

Save Public Contact Updates ▶

Public Contact

Reversions

PROGRAM SET-UP OPTIONS

Tracks

- Based on needs of programs
- Can be created by the PD, IA, or IO. Must be activated by the IO for participation
- Examples: location, research, rural, external funding, etc.
- Reversions can be created to guard against being unfilled

PROGRAM SET-UP OPTIONS

Reversions

- Donate unfilled positions in one program or track to another during the matching process
- Reversions must be created each year
- Donor program creates the reversion
- If used, the rank order list of the recipient program is used to fill the positions donated
- Cannot revert more than the current program quota
- Both programs must certify a rank order list
- Reversions must be approved by IO

MATCH POLICY

Applicant Match History

- Determine whether an applicant is eligible for appointment prior to offering interviews or if they have a waiver/violation history.
- Available in the R3 system year-round.

VIEW APPLICANT MATCH HISTORY

- To conduct a single search, please enter search criteria below. If searching only by name, you must enter at least part of the First and Last Names.
- To conduct a bulk search, click on the "Search for Multiple Applicants via Bulk Upload" button at the top of the screen. The bulk search option offers an option for exact matching.

NRMP ID (#####)

AAMC ID (#####)

First Name

Last Name


School Name

+ Click to Find School

Reset

Search ▶

There are 7 Applicants Matching your search query Click any column header to sort by that column.

Name	School Name	NRMP ID	AAMC ID
Adams-Doolittle, Benjamin	Edward Via College of Osteopathic Medicine-Virginia Campus (621)	N0260354	13038469
Doolittle, Derrick	University of Nebraska College of Medicine (149)		12622160
 Doolittle, Eliza	National School of Medicine and Health Sciences - Test School (100)	N0211942	11507822
Doolittle, Jeffery	University of Mississippi School of Medicine (147)		10175812
Doolittle, Matthew	University of Illinois College of Medicine at Urbana-Champaign (903)		10210986
Doolittle, Othniel	Southern Illinois University School of Medicine (810)		12292729
Doolittle, Rose	McGovern Medical School at the University of Texas Health Science Center at Houston (809)	N0141224	12965993

1 to 7 of 7 rows

< First

< Prev

Next >

Last >

Definition of alert symbols:



This Applicant was found to be in violation of the NRMP Match Participation Agreement. For further information, please view the Applicant Match History.

MATCH POLICY

All In Policy

- NRMP permits Specialties Matching Service[®] (SMS[®]) Match sponsors to ***voluntarily*** implement the All In Policy for their Fellowship Matches
- NRMP does not require participation of all programs, even those in specialties that voluntarily implement the All In Policy
- Exceptions to All In Policy must be submitted to the SMS Match Sponsor.
 - Military appointees to civilian programs

MATCH POLICY

Complete, Timely, and Accurate Information

- Programs must provide complete, timely, and accurate information to applicants interviewed, including a copy of the contract and all institutional policies.
- Pre-employment testing (e.g., illicit drug screening), background checks (e.g., criminal, financial, etc.), Visa sponsorship, and any other requirement(s).
- Provided prior the Rank Order List Certification Deadline
- Requirement to provide complete, timely, and accurate information applies to all participant types in the Match, including applicants.

MATCH POLICY

Restrictions on Persuasion

- Programs cannot request applicants reveal names, ranking preferences, specialties, geographic locations, or other identifying information about programs to which they have or may apply.
- Programs may not solicit verbal or written statements from an applicant implying a commitment to rank the program.
- Programs may voluntarily communicate to an applicant that they are viewed favorably and will be ranked.
- Be sure all institution staff who participate in interviews, decision-making, or who can speak for the program are aware of policies.

MATCH POLICY

New for the 2024 SMS Fellowship Matches:

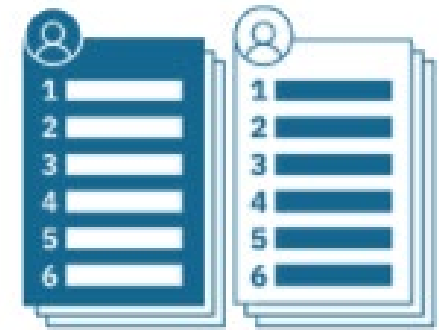
Interview Period Policy

During the recruitment phase programs shall:

- Extend interview offers that equal, but not exceed, the total number of available interview slots
- Provide applicants no less than 48 hours to accept or reject an interview invitation
- Apply reasonable measures of notification (e.g., one-to-two weeks' notice) when needing to cancel or reschedule an interview

CREATING A RANK ORDER LIST (ROL)

- Ranking function opens in the NRMP R3 system at noon, ET on ranking open date for your fellowship Match
- ROLs can be entered by either the PD or PC
- PD is responsible for certifying the list
- Applicants are ranked in order of preference, with the most preferred applicant ranked first
- Multiple methods are available in the R3 system to enter and edit a ROL



ADD BY AAMC ID OR NRMP ID

Program Type: Fellowship

ACGME Program Code: 4451000222

Program Status: **RANKING**

Program Rank Order List

Program Rank Order List

Reminder: The Rank Order List Certification Deadline is Wednesday, April 19, 9:00 PM ET

- You may add Applicants to the list by entering their NRMP ID or AAMC ID below, searching for them on the "Find & Add Applicants" tab, or entering multiple IDs in the "Import Applicant List" tab.
- Click, drag and drop the icons in the "Drag & Drop" column to move an Applicant's rank.
- Select the red X on any Applicant record below to delete them from the list.
- Do not open or edit Rank Order Lists in multiple tabs or browsers simultaneously.

Find & Add Applicant

Certify List

Import



Cancel Changes

Save

Search my List

Print

Delete All

Drag & Drop	Rank	Applicant Name	Medical School	Status ?	NRMP ID	AAMC ID	Remove
	<input type="text" value="1"/>	Potter, Harry	Indiana University School of Medicine	ACTIVE	N0945756	53214795	

Cancel Changes

Save

Search my List

Print

Delete All

Add Applicant & Save

FIND & ADD APPLICANTS

Program Rank Order List

Reminder: The Rank Order List Certification Deadline is Wednesday, April 19, 9:00 PM ET

- You may add Applicants to the list by entering their NRMP ID or AAMC ID below, searching for them on the "Find & Add Applicants" tab, or entering multiple IDs in the "Import Applicant List" tab.
- Click, drag and drop the icons in the "Drag & Drop" column to move an Applicant's rank.
- Select the red X on any Applicant record below to delete them from the list.
- Do not open or edit Rank Order Lists in multiple tabs or browsers simultaneously.

You have unsaved changes! Click "Save" to maintain the current rank order.

Find & Add Applicant

Certify List

Import

Cancel Changes

Save

Search my List

Print

Delete All

Drag & Drop	Rank	Applicant Name	Medical School	Status ?	NRMP ID	AAMC ID	Remove
<div></div>	<div>1</div>	Howard, Julia	Touro University College of Osteopathic Medicine-California	ACTIVE	N0945758	31475932	X
<div></div>	<div>2</div>	Potter, Harry	Indiana University School of Medicine	ACTIVE	N0945756	53214795	X

Cancel Changes

Save

Search my List

Print

Delete All

3

Applicant NRMP ID or AAMC ID

Add Applicant & Save

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70 YEARS
1952 - 2022
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Building on the past, investing in the future

OTHER FEATURES

- You may add Applicants to the list by entering their NRMP ID or AAMC ID below, searching for them on the "Find & Add Applicants" tab, or entering multiple IDs in the "Import Applicant List" tab.
- Click, drag and drop the icons in the "Drag & Drop" column to move an Applicant's rank.
- Select the red X on any Applicant record below to delete them from the list.
- Do not open or edit Rank Order Lists in multiple tabs or browsers simultaneously.

Find & Add Applicant

Certify List

Import





Cancel Changes

Save

Search my List

Print

Delete All

Drag & Drop	Rank	Applicant Name	Medical School	Status ?	NRMP ID	AAMC ID	Remove
	<input type="text" value="1"/>	Howard, Julia	Touro University College of Osteopathic Medicine-California	ACTIVE	N0945758	31475932	X
	<input type="text" value="2"/>	Potter, Harry	Indiana University School of Medicine	ACTIVE	N0945756	53214795	X
	<input type="text" value="3"/>	Khatri, Anisha	Morehouse School of Medicine	ACTIVE	N0945760	63471899	X
	<input type="text" value="4"/>	Jones, Aaron David	Nova Southeastern University Dr Kiran C Patel College of Osteopathic Medicine	ACTIVE	N0945762	25874126	X

Cancel Changes

Save

Search my List

Print

Delete All

Applicant NRMP ID or AAMC ID

Add Applicant & Save

CERTIFYING THE ROL

Program Rank Order List

Institution: National Medical Center-Test Institution - Washington, DC

Role: Program Director

Username: gomez_addams

Institution Status: ACTIVE

Program Name: Pediatric Surgery

Program Type: Fellowship

Program Status: **CERTIFIED**

Match Year: 2023

Appointment Year: 2024

NRMP Institution Code: 1000

ACGME Inst Code:

NRMP Program Code: 1000445F0

ACGME Program Code: 4451000222

Program Rank Order List

[Print List](#)

 Edit List

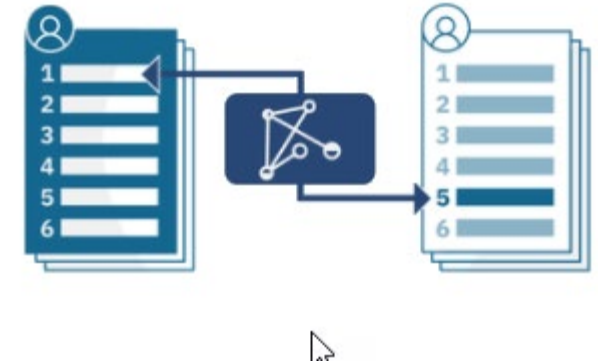
Rank	Applicant Name	Medical School	Status 	NRMP ID	AAMC ID
1	Howard, Julia	Touro University College of Osteopathic Medicine-California	ACTIVE	N0945758	31475932
2	Potter, Harry	Indiana University School of Medicine	ACTIVE	N0945756	53214795
3	Khatri, Anisha	Morehouse School of Medicine	ACTIVE	N0945760	63471899
4	Jones, Aaron David	Nova Southeastern University Dr Kiran C Patel College of Osteopathic Medicine	ACTIVE	N0945762	25874126

THE MATCHING ALGORITHM

The algorithm is applicant proposing

A tentative Match occurs if the program also ranked the applicant:

- and the program has unfilled positions
OR
- the program is filled but the applicant is ranked higher than another applicant already matched tentatively to the program



THE MATCHING ALGORITHM



THE MATCHING ALGORITHM

There is **NO** match if:

- the applicant did not rank the program, OR
- the program did not rank the applicant, OR
- the program and applicant ranked each other but the program filled with other applicants more preferred by the program

Matches are **FINAL** when:

- the algorithm completes its cycle through all applicant rank order lists and tentative matches are confirmed

Couples match when:

- the algorithm is able to place **BOTH** partners in their highest ranked pair of programs on the primary list



RANKING WISDOM

Provide applicants your NRMP Program Code(s)

Rank applicants in the order of your true preference

Rank only applicants who meet institution and program appointment requirements

Placing an applicant on your ROL creates a binding commitment if a match occurs

The program director is responsible for certifying the ROL or editing a certified ROL

NRMP will not enter or modify rank order lists



MATCH DAY!

Results released at noon, ET on the Match Day for your fellowship Match

- Available via R3 system and courtesy email
- *Confidential Roster of Program's Matched Applicants and Match Results by Ranked Applicant* reports available in R3 under Options → Reports
- *List of Unmatched Applicants* available to the programs that did not fill
- *List of Unfilled Programs* available to applicants who did not Match
- After results are released, unfilled programs may fill their remaining positions however they choose

VIDEO RESOURCES & SUPPORT GUIDES

THE MATCH
NATIONAL RESIDENT MATCHING PROGRAM®

Entering and Certifying a Program Rank Order List

Main Residency Match and Specialties Matching Service

Users:

- Institutional Officials (IOs)
- Institutional Administrators (IAs)
- Program Directors (PDs)
- Program Coordinators (PCs)

Program Description	NRMP Program
Pediatric Surgery	1000445F0

Using Applicant Match History

Using the Program Directory

Verify Email Address

Withdrawing & Reinstating a Program

QUESTIONS?



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THANK YOU AND GOOD LUCK IN THE MATCH!



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