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## Supplemental Offer and Acceptance Program® (SOAP®)

### 2024 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 SOAP applications are delivered through the AAMC (Association of American Medical Colleges) Electronic Residency Application Service® (ERAS®) or the application service or process designated by the program. Only unfilled programs that previously indicated in the R3 system that they will take part in SOAP can participate.

### Prepare for SOAP

#### Application Service Information

Program directors were prompted during NRMP Match registration to choose which application service or process their program(s) are using. This information will be displayed to applicants in the Program Directory and on the *List of Unfilled Programs* in the NRMP's R3 system. If the designated application service has not been provided or needs updating, please log in to the R3 system and update your Program Directory Information tab.

#### For programs that require the use of the ERAS program during SOAP:

Steps to Take in ERAS [Program Director's Workstation](#) (PDWS)

- **New ERAS program users:** If your program did not receive applications via the ERAS system during the regular season, please contact AAMC Support Center (202-828-0413) by **Friday, March 8, at 5 p.m. ET**. The ERAS program team will provide instructions on accessing the PDWS during SOAP.
- Enter the NRMP program code for each training track listed in ERAS Program Management (EPM).
- Use 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 understands the SOAP process and the NRMP's SOAP policies.

#### Resources

- [SOAP Resources for Programs.](#)
- [2024 Match Week and SOAP Schedule.](#)

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## Rules

- Applications from SOAP-eligible applicants *must* be submitted using the application service or process designated by the program.
- Except for submission of the 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 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 14, at 9 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 designated application service.

For programs that require the use of the ERAS application, review SOAP applications in the PDWS:

- **ERAS blackout period:** The PDWS will be unavailable from Monday, March 11, at 7:30 a.m. ET to Tuesday, March 12, at 8 a.m. ET to allow applicants to apply to SOAP programs.
- Applicants may begin submitting applications on Monday, March 11, at 11 a.m. ET. Applicants will have access to all 45 ERAS 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 Tuesday, March 12, at 8 a.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. (An applicant's eligibility and match status will be updated in the

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PDWS after the 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 12, at 11:30 a.m. ET. Preference lists are used to offer positions during a SOAP Round.
- **All SOAP Offer Rounds will occur on Thursday, March 14. Preference lists must be certified no later than five minutes before an Offer Round begins.**
  - Round 1: 8:55 a.m. ET.
  - Round 2: 11:55 a.m. ET.
  - Round 3: 2:55 p.m. ET.
  - Round 4: 5:55 p.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 Thursday, March 14, at 9 a.m. ET (Round 1), 12 p.m. ET (Round 2), 3 p.m. ET (Round 3), and 6 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.
  - Applicants can receive multiple offers in any Offer Round.
  - **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.**
  - Offers that are not accepted or rejected at the end of each SOAP Round will automatically expire.
- 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.
- 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.

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## Post-SOAP

- The *List of Unfilled Programs* will be accessible to program directors and institutional officials on Thursday, March 14, at 8:30 p.m. ET in the R3 system. All unfilled programs, regardless of their participation in SOAP, will be displayed. 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.
- The *List of Unfilled Programs* will become available at 9 p.m. ET to all unmatched and partially matched applicants, regardless of their SOAP eligibility.
- The ERAS system will resume normal operations on Thursday, March 14, at 9 p.m. ET.

## Additional Resources and Support

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

**ERAS:** [Resources](#) | Support: [AAMC Support Center](#) 202-828-0413 | [@ERASInfo](#).

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