Navigating Match Week and SOAP
March 6, 2024

Jeanette Calli, NRMP Chief of Match Operations
Laurel Constantine, ERAS Senior Training Specialist
Agenda

• What is SOAP?
• Policies
• Preparing for SOAP
• SOAP Begins: Schedule and Viewing Your Program Status
• How SOAP works in the PDWS
• Creating a Preference List
• How SOAP Rounds Work
• Monitoring and Updating Preference Lists
• Post-SOAP and Match Day
• Q&A
What is SOAP®

• Supplemental Offer and Acceptance Program® (SOAP®)
• Programs review applications in their chosen application service, contact applicants, and express preferences with lists created in the R3® system.
• Unfilled positions are offered to eligible applicants on the program’s preference list in a series of four rounds.
• It is NOT another Match.
• Positions offered and accepted constitute a binding commitment under the Match Participation Agreement.
SOAP Policies

- Programs cannot contact applicants or their representatives until an application is received.
- Programs cannot ask applicants to indicate whether they will accept an offer if one is extended through SOAP.
- Programs cannot contact SOAP-ineligible applicants until SOAP concludes.
- Programs that opted out of SOAP participation CANNOT solicit or consider applications or extend offers until after SOAP concludes.
- Programs can create positions for partially-matched applicants after SOAP concludes.

Programs participating in SOAP must offer unfilled positions only through SOAP until SOAP concludes at 9:00 p.m. ET on Thursday, March 14th.
Applicant Communication During SOAP

SOAP-eligible applicants:

- Can access the *List of Unfilled Programs* only for positions for which they are eligible.
- Can apply only to unfilled Match-participating programs that are participating in SOAP.
- Are prohibited from using any means other than a program-designated application service to apply to and contact programs.
- Must refrain from communicating with programs until the program contacts the applicant.
- Can receive multiple offers in a SOAP round.
Preparing for SOAP

✓ View the videos and SOAP resources on the NRMP web site so you fully understand SOAP policy and functionality.
✓ Update the Program Directory Information for your program in the R3 system.
✓ Identify staff to participate, if necessary, and ensure that those staff understand SOAP policies and procedures.
✓ Subscribe to the NRMP & ERAS SOAP and Match Week Listserv.
## Match Week and SOAP schedule

### Monday, March 11

<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:00 A.M. ET</td>
<td>Programs learn if they filled Applicants learn if they matched</td>
</tr>
<tr>
<td>11:00 A.M. ET</td>
<td>SOAP applicants can start preparing and sending applications</td>
</tr>
</tbody>
</table>

### Tuesday, March 12

<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 A.M. ET</td>
<td>Programs can begin viewing SOAP applications in ERAS and can contact applicants upon receipt of an application</td>
</tr>
<tr>
<td>11:30 A.M. ET</td>
<td>Programs can begin creating preference lists in the R3 system</td>
</tr>
</tbody>
</table>
Viewing Your Program Status

You currently have 3 Active Programs in the Match. Click a Program Description to manage the Program.

<table>
<thead>
<tr>
<th>Program Description</th>
<th>NRMP Program Code</th>
<th>Reversions</th>
<th>Program Status</th>
<th>Did My Program Fill?</th>
<th>Post Match Quota</th>
<th>Filled in Match</th>
<th>Original Filled</th>
<th>SOAP?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anesthesiology</td>
<td>1802040A0</td>
<td>D0 R0</td>
<td>CERTIFIED</td>
<td>UNFILLED</td>
<td>3</td>
<td>0</td>
<td>3</td>
<td>Yes</td>
</tr>
<tr>
<td>Anesthesiology</td>
<td>1802040C0</td>
<td>D0 R0</td>
<td>CERTIFIED</td>
<td>UNFILLED</td>
<td>5</td>
<td>3</td>
<td>2</td>
<td>Yes</td>
</tr>
<tr>
<td>Anesthesiology</td>
<td>1802040R0</td>
<td>D0 R0</td>
<td>CERTIFIED</td>
<td>UNFILLED</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>No</td>
</tr>
</tbody>
</table>
Using the PDWS during 2024 Supplemental Offer and Acceptance Program® (SOAP®)

Laurel Constantine
ERAS Senior Training Specialist
SOAP Preparation in the ERAS® Program

The Supplemental Offer and Acceptance Program® (SOAP®) is a collaborative effort managed by the National Residency Matching Program® (NRMP®) during Match week.

To participate in SOAP, your program must:

<table>
<thead>
<tr>
<th>In the ERAS® Program:</th>
<th>In NRMP:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within ERAS Program Management (EPM),</td>
<td>• Registered with the NRMP.</td>
</tr>
<tr>
<td>• Program is listed as <em>Participating</em> for the 2024 ERAS season.</td>
<td>• Unfilled positions in the NRMP’s Main Residency Match.</td>
</tr>
<tr>
<td>• Entered the NRMP ID for all training track(s) for the NRMP Match.</td>
<td>Contact the NRMP Support at 866-653-6767 or <em><a href="mailto:support@nrmp.org">support@nrmp.org</a></em>.</td>
</tr>
<tr>
<td>Contact the ERAS Client Technical Support at 202-828-0413 or using the <em>ERAS Support Contact Form</em></td>
<td></td>
</tr>
</tbody>
</table>
### SOAP Schedule as of March 2024

**Monday**  
**March 11**
- **7:30 a.m. ET**  
  Applicants: MyERAS closes  
  Programs: PDWS closes  
  Schools: DWS closes

- **11 a.m. ET**  
  Applicants: MyERAS opens for SOAP (SOAP applicants have 45 applications starting now through Thursday 9 p.m. ET)  
  Schools: DWS opens

**Tuesday**  
**March 12**
- **8 a.m. ET**  
  Programs: PDWS opens  
  (Except ACGME Residency programs that filled in the Main Match or elected to not participate in SOAP)

- **11:30 a.m. ET**  
  Programs: Can begin creating preference list in NRMP® R3 system

**Wednesday**  
**March 13**
- **All Day**  
  Applicants continue to apply to programs.

  Programs continue to review applications in the PDWS and update preference lists in the NRMP R3 system.

**Thursday**  
**March 14**
- **9-11 a.m. ET**  
  NRMP SOAP Round 1

- **12-2 p.m. ET**  
  NRMP SOAP Round 2

- **3-5 p.m. ET**  
  NRMP SOAP Round 3

- **6-8 p.m. ET**  
  NRMP SOAP Round 4

- **9 p.m. ET**  
  SOAP Ends; ERAS resumes normal operations  
  Programs: PDWS is opened for all programs

  NRMP Releases unfilled program list to applicants

  NRMP Releases Confidential Roster of Matched Applicants to Programs

**Friday**  
**Match Day—March 15**
- **12 p.m. ET**  
  School ceremonies begin

- **12 p.m. ET**  
  Applicants: Find out where they matched through the NRMP R3 system and email

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**Note:** Fully matched programs participating in the Main Residency Match® will not have access to the PDWS until after SOAP (Thursday, March 14, 9 p.m. ET).
The SOAP indicator (a light bulb) will appear next to applicants that applied to your program during SOAP in View Current Results, View Applications, Scheduler, and Rankings.
System-Defined Filters in the PDWS

Use SOAP System-Defined Filters to limit your applicant pool to SOAP applicants.

SOAP System-Defined Filters (18)

- SOAP Applicant
- SOAP Eligibility Advanced
- SOAP Eligibility Preliminary
- SOAP Eligibility Reserved for Physician Only
- SOAP Fully Matched Applicants
- SOAP Partially Matched Applicants
- SOAP Partially Matched Applicants and Eligible for Preliminary
- SOAP Track Applied by Applicant
- SOAP Applicant Medical Degree Date of Graduation Less than 5 Years
- SOAP Eligibility Categorical
- SOAP Eligibility Primary Care
- SOAP Foreign Graduates
- SOAP Fully Unmatched Applicants
- SOAP Partially Matched Applicants and Eligible for Advanced
- SOAP Reapply Applicant
- SOAP US D.O. Graduates
Review Filter Criteria

Review the filter criteria to understand your applicant pool.

Filter Criteria

Applicant Type: All Applicants

Group 1 Criteria: Show results matching ALL criteria

- SOAP Information/Soap Applicant/Equals/Yes
- SOAP Information/Soap Match Status/Not equal to/Fully Matched

Last updated on Feb 8, 2024 at 12:51 PM EST
Filter Applicants in the PDWS

After you run a filter, you can sort applicants by their Match Status/Eligibility. The SOAP indicator will display next to SOAP applicants.
View Applications in the PDWS

- The SOAP header displays the applicant’s SOAP Eligibility and Match Status.
- The Track(s) header displays specific tracks the applicant applied to during SOAP.
Rank Applicants in the PDWS

As you evaluate applicants, check the Selected for Ranking status for applicants you are interested in offering a position. In Rankings, you can easily drag applicants up and down the rank list to order the applicants.
Next Steps After SOAP

EPM Participating Status
• If applicable, change status to No Longer Accepting.

Residency Management System (RMS)
• Authorize vendor at institution level.
• Will start status.

End of the season is Friday, May 31 at 5 p.m. ET.

https://connect.aamc.org/resourcelibraries/resourcelibraries
Need Assistance?

• (202) 828-0413
• Monday, Wednesday, Friday: 8 a.m. - 6 p.m. ET
• Tuesday: 7 a.m. - 6 p.m. ET
• Thursday: 8 a.m. - 9 p.m. ET

For additional resources and support:
• ERAS Community Site.
• Joint ERAS NRMP SOAP Guide for Programs.
• ERAS Communications by Email.
• NRMP/ERAS SOAP Listserv.

https://www.aamc.org/contact-eras
Creating a Preference List

You have 0 certified programs and 2 uncertified programs. Click any program to select it.

<table>
<thead>
<tr>
<th>Programs List</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program Name</strong></td>
</tr>
<tr>
<td>1802040A0</td>
</tr>
<tr>
<td>1802040C0</td>
</tr>
</tbody>
</table>
Creating a Preference List

List must be CERTIFIED to be active for the next round.
The list must be certified by [Certification date & time] to participate in the next round.

Search SOAP Applicants

Preference List

After selecting a program use "Search SOAP Applicants" to add applicants to your list. Then drag them into the order you desire.
You must certify your list to participants in the next round.
Creating a Preference List
Creating a Preference List

After selecting a program use “Search SOAP Applicants” to add applicants to your list. Then drag them into the order you desire. You must Certify your list to participate in the next round.
Creating a Preference List

You have 0 certified programs and 2 uncertified programs. Click any program to select it.

<table>
<thead>
<tr>
<th>Program Name</th>
<th>SOAP Status</th>
<th>Certification Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anesthesiology</td>
<td>Unfilled (1)</td>
<td>Not Certified</td>
</tr>
<tr>
<td>Anesthesiology</td>
<td>Unfilled (2)</td>
<td>Not Certified</td>
</tr>
</tbody>
</table>

List must be CERTIFIED to be active for the next round.
The list must be certified by [Certification date & time] to participate in the next round.

Preference List

<table>
<thead>
<tr>
<th>Rank</th>
<th>AAMC ID</th>
<th>Name</th>
<th>School</th>
<th>Offer Status</th>
<th>Round No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>58636588</td>
<td>Kelsao Brooks</td>
<td>National School of Medicine and Health Sciences - Test School</td>
<td>Available</td>
<td>Delete</td>
</tr>
<tr>
<td>2</td>
<td>40987384</td>
<td>Arianna Townsend</td>
<td>National School of Medicine and Health Sciences - Test School</td>
<td>Available</td>
<td>Delete</td>
</tr>
<tr>
<td>3</td>
<td>34867206</td>
<td>Mughan Dunbar</td>
<td>National School of Medicine and Health Sciences - Test School</td>
<td>Available</td>
<td>Delete</td>
</tr>
<tr>
<td>4</td>
<td>83662840</td>
<td>Katherine Perez</td>
<td>National School of Medicine and Health Sciences - Test School</td>
<td>Available</td>
<td>Delete</td>
</tr>
</tbody>
</table>

After selecting a program use "Search SOAP Applicants" to add applicants to your list. Then drag them into the order you desire. You must Certify your list to participate in the next round.
How SOAP Rounds Work

1. Program has two unfilled positions
2. Offers extended to program’s top two applicants on the preference list at the start of the SOAP round
3. Both offers tracked real-time in the R3 system
How SOAP Rounds Work

- Positions accepted?
  - Yes: Program has binding commitments with two applicants. Participation in SOAP is complete.
  - No: Program’s positions will be offered to the next two available applicants on the program’s preference list at the beginning of the next SOAP round.
  - Yes and No: Program has binding commitment with one applicant. Remaining unfilled position will be offered to next available applicant on the list at the beginning of the next SOAP round.
Offer Rounds Thursday, March 14

<table>
<thead>
<tr>
<th>Round 1 9:00 – 11:00 a.m. ET</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:55 a.m. Deadline to certify preference list for Round 1 offers</td>
</tr>
<tr>
<td>9:00 a.m. Applicants receive offers</td>
</tr>
<tr>
<td>11:00 a.m. Applicant deadline to accept or reject offers</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Round 2 12:00 - 2:00 p.m. ET</th>
</tr>
</thead>
<tbody>
<tr>
<td>11:55 a.m. Deadline to modify and re-certify preference list for Round 2 offers</td>
</tr>
<tr>
<td>12:00 p.m. Applicants receive offers</td>
</tr>
<tr>
<td>2:00 p.m. Applicant deadline to accept or reject offers</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Round 3 3:00 – 5:00 p.m. ET</th>
</tr>
</thead>
<tbody>
<tr>
<td>2:55 p.m. Deadline to modify and re-certify preference list for Round 3 offers</td>
</tr>
<tr>
<td>3:00 p.m. Applicants receive offers</td>
</tr>
<tr>
<td>5:00 p.m. Applicant deadline to accept or reject Round 3 offers</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Round 4 6:00 – 8:00 p.m. ET</th>
</tr>
</thead>
<tbody>
<tr>
<td>5:55 p.m. Deadline to modify and re-certify preference list for Round 4 offers</td>
</tr>
<tr>
<td>6:00 p.m. Applicants receive offers</td>
</tr>
<tr>
<td>8:00 p.m. Applicant deadline to accept or reject Round 4 offers</td>
</tr>
</tbody>
</table>
Monitoring & Updating Preference Lists

### Programs List

<table>
<thead>
<tr>
<th>Program Name</th>
<th>SOAP Status</th>
<th>Certification Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1802040A0</td>
<td>Anesthesiology</td>
<td>Unfilled (3)</td>
</tr>
<tr>
<td>1802040C0</td>
<td>Anesthesiology</td>
<td>Unfilled (2)</td>
</tr>
</tbody>
</table>

- You have 1 certified programs and 1 uncertified programs. Click any program to select it.

### Preference List

<table>
<thead>
<tr>
<th>Rank</th>
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<td>Available</td>
<td></td>
</tr>
<tr>
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<td>40987354</td>
<td>Arianna Townsend</td>
<td>National School of Medicine and Health Sciences - Test School</td>
<td>Available</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>34867206</td>
<td>Meghan Dunbar</td>
<td>National School of Medicine and Health Sciences - Test School</td>
<td>Available</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>83662840</td>
<td>Katherine Perez</td>
<td>National School of Medicine and Health Sciences - Test School</td>
<td>Available</td>
<td></td>
</tr>
</tbody>
</table>

- List is CERTIFIED and ready for the next round.
- To make changes, uncertify the list.

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Monitoring & Updating Preference Lists

SOAP Programs

- Institution: Henrico Univ Hlth Sys-VA - Richmond, VA
- Role: Program Director
- Username: dean123
- Institution Status: ACTIVE

You have 1 certified programs and 0 uncertified programs. Click any program to select it.

Programs List

<table>
<thead>
<tr>
<th>Program Name</th>
<th>SOAP Status</th>
<th>Certification Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pediatrics</td>
<td>Notified (1)</td>
<td>Certified</td>
</tr>
</tbody>
</table>

List is CERTIFIED and ready for the next round.

Preference List

<table>
<thead>
<tr>
<th>Rank</th>
<th>AAMC ID</th>
<th>Name</th>
<th>School</th>
<th>Offer Status</th>
<th>Round No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>47675638</td>
<td>Eric Mellon</td>
<td>National School of Medicine and Health Sciences - Test School</td>
<td>Accepted</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>33224789</td>
<td>Michelle Young</td>
<td>National School of Medicine and Health Sciences - Test School</td>
<td>Accepted</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>92774826</td>
<td>Morgan Blake</td>
<td>National School of Medicine and Health Sciences - Test School</td>
<td>Offer Sent</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>46729576</td>
<td>Monica Mitrook</td>
<td>National School of Medicine and Health Sciences - Test School</td>
<td>Available</td>
<td>1</td>
</tr>
<tr>
<td>1</td>
<td>58746759</td>
<td>Christopher Conway</td>
<td>National School of Medicine and Health Sciences - Test School</td>
<td>Rejected</td>
<td>1</td>
</tr>
<tr>
<td>1</td>
<td>58636588</td>
<td>Kelso Brooks</td>
<td>National School of Medicine and Health Sciences - Test School</td>
<td>Unavailable</td>
<td></td>
</tr>
</tbody>
</table>

After selecting a program use "Search SOAP Applicants" to add applicants to your list. Then drag them into the order you desire. You must Certify your list to participate in the next round.
After the Rounds

Thursday, March 14

8:30 P.M. ET
Programs can update the number of unfilled positions to be displayed on the List of Unfilled Programs

9:00 P.M. ET
SOAP Ends
Updated List of Unfilled Programs available to applicants to include remaining unfilled SOAP programs and unfilled programs not participating in SOAP

Note: Program Confidential Roster of Matched Applicants will be released (by email and R3 system) on Thursday at 2:00 p.m. ET.
Updating the **List of Unfilled Programs**
Updating the **List of Unfilled Programs**
Post SOAP

All applicants who are unmatched or partially matched will have access to the List of Unfilled Programs.

Applicants apply to remaining unfilled programs.

Programs can create positions ONLY for partially-matched applicants beginning at 9:00 p.m. Eastern Time on Thursday.
Match Day!

Friday, March 15

12:00 P.M. ET

Medical school Match Day ceremonies

Program Match Results by Ranked Applicant and SOAP Programs Preferred Applicants available in R3 under Options

Applicant Match results available

Advance Data Tables available
Print & Save Your Results

The Main Residency Match closes in the R3 system at 11:59 p.m. ET on June 30.

- Match reports will no longer be available after June 30.
- Print, save, and archive Match reports for future use.
- NRMP charges $200 per report after the Match has closed in the R3 system, and only *Match Results by Ranked Applicants* and *Characteristics of Matched Applicants* reports will be available.
NRMP Video Resources & Support Guides

- Add/Maintain Program Coordinators
- Adding a Program
- Changing Quota & Program Details
- Creating Joint Advanced/Preliminary Tracks
- Entering & Certifying a Program Rank Order List
- How the Matching Algorithm Works Video
- Navigating the RS System
- Reversions
- Reversions Video
- Search Current Match Applicants
- SOAP for Programs Video
- SOAP: Creating a Preference List
- SOAP: Monitoring a Preference List
- SOAP: Setting SOAP Participation
- Token Redemption - Existing Users
- Updating Untilled Positions
- Using Applicant Match History
- Using the Program Directory
- Verify Email Address
- Withdrawing & Reinstating a Program

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