Fellowship Match Program Checklist

Please check the Schedule of Dates for your specific Match events.

REGISTRATION

☐ **New Program Director/Coordinator:** Create your account in the **Registration, Ranking, and Results (R3) system** using the token sent via email when the Match opens.

Returning Program Director/Coordinator: When the Match opens, log in to the R3 system by entering your username and password.

Do not share your user name and password. It is a Match violation to allow any other individual to use your log in credentials.

☐ Program Director: If desired, **set a program coordinator** in the R3 system to assist with the matching process. The coordinator will receive a token to create an account.

☐ **Contact your NRMP institutional official (IO) to activate your program for Match participation.** You will not be able to update any program information until your program has been activated. Your IO is required to approve all quota changes, reversions, and other special requirements.

☐ Once your program has been activated, **update your program quota** in the R3 system. The quota is the number of fellows NRMP will attempt to match to your program for the appointment year, and NRMP pre-loads the R3 system with the final quota from the prior-year Match. The program quota must be finalized by the Quota Change Deadline. Some Fellowship Matches have voluntarily implemented the **All In Policy**, which requires programs to attempt to fill all positions in the Match if registered for the Match.

☐ **Update your program's public contact information.** This information will be updated periodically in the Match Program Rating and Interview Scheduling Manager (PRISM®), a free smartphone app that allows applicants to track, organize, and rate programs during the interview process. Updated program information also is essential for the *List of Unfilled Programs* if your program does not fill all positions when the matching algorithm is processed.

☐ Before offering applicants interviews, **use the Applicant Match History** in the R3 system to determine whether applicants have Match commitments or are eligible for appointment.

☐ Be sure staff involved in the interview and matching process understand and adhere to the terms of the Match Participation Agreement. **Share the Communication Code of Conduct** with them.

☐ **Remind all applicants your program is participating in the Match and to register for the appropriate Match. Provide applicants your NRMP program code(s) so they can easily find your program in the R3 system.**

RANKING

☐ **Begin creating your rank order list (ROL)** in the R3 system. Your ROL is the list of applicants, ranked in order of preference, whom you have interviewed and wish to train.

☐ **Set up reversions** in the R3 system, if necessary. **View instructions for reversions**

☐ **Program Director: Finalize and certify your rank order list by the Rank Order List Certification Deadline.** To participate in the Match, the rank order list must be certified by the program director. Program coordinators are prohibited from certifying rank order lists. Do not wait to enter and certify your ROL!

RESULTS

☐ **Check your Match results** by logging in to the R3 system at 12:00 p.m. ET on Match Day. Go to "My Reports" and click *Confidential Roster of Matched Applicants* to find out who matched to your program. 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 nine 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.