Supplemental Offer and Acceptance Program® (SOAP®) 2018 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 the Association of American Medical Colleges® (AAMC®) delivers SOAP applications through the Electronic Residency Application Service® (ERAS®). Only unfilled programs that indicated they will take part in SOAP can participate.

Preparing for SOAP

Steps in the ERAS Program Directors Workstation (PDWS)
- **New ERAS Users**: If your program did not receive applications via ERAS during the regular season, contact ERAS at 202-828-0413 or by email at erashelp@aamc.org **before 5:00 p.m. ET Friday, March 9**, to receive instructions on accessing the Program Directors Workstation (PDWS) during SOAP.
- Programs should enter the NRMP program code for each training track listed in ERAS Account Maintenance (EAM).
- Staff should familiarize themselves with the SOAP-specific filters in the ERAS PDWS that help programs quickly identify SOAP-eligible applicants. Modify filters as necessary to meet program needs.

Review SOAP Policies and Resources with Staff
Programs should identify staff who will be available to assist in selecting applicants for the program's SOAP preference list if the program is unfilled and ensure participating staff understand the SOAP process and NRMP SOAP policies.

Resources
- *SOAP Process for Programs* video
- Match Week and SOAP schedule
- Match Week and SOAP information and instructions

Rules
- Applications from SOAP-eligible applicants MUST be submitted through ERAS. No contact other than the ERAS application is permitted by, or on behalf of, applicants until the program has initiated contact.
- Program staff may initiate contact with SOAP-eligible applicants only after receiving their ERAS application during SOAP. Use PDWS Messaging, updated telephone numbers, or email on the "General/Personal" tab of the ERAS application to contact applicants.
- **Programs are prohibited from asking 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.
- Only SOAP-eligible applicants who applied to programs during SOAP can be offered unfilled positions until SOAP concludes at 11:00 a.m. ET on Thursday, March 15. Those 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

Reviewing Applications in the ERAS PDWS
- ERAS Blackout Period: The ERAS PDWS will be unavailable from 11:00 a.m. – 3:00 p.m. ET on Monday, March 12, to allow Match participants to organize themselves for SOAP activities.
- Applicants may submit applications beginning at 12:00 p.m. ET on Monday, March 12. Applicants will have access to all 45 of their 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 accessing applications at 3:00 p.m. ET on Monday, March 12.
  - Applications sent during SOAP will display in the PDWS with a light bulb in Applications, Scheduler, and Ranking modules of the PDWS.
  - Additional SOAP information such as applicant's eligibility, Match status, and reapply applicant details will display in the SOAP header in *Review Application.* (Applicant's eligibility and Match status will be updated in the PDWS at the conclusion of each NRMP Offer Round.)
  - SOAP and SOAP Reapply tags will display next to specific track(s) the applicant has expressed interest in during SOAP.
- Programs should review and evaluate applications using program criteria and initiate contact with applicants to schedule an interview or obtain additional information.

Creating Preference Lists in the NRMP R3 system
- Start creating preference lists in the R3 system at 11:30 a.m. ET on Tuesday, March 13. Preference lists are used to offer positons during a SOAP Round.
- **Preference lists must be certified no later than 5 minutes before a Round begins** (e.g., 11:55 a.m. ET on Wednesday, March 14).
- Program coordinators can create preference lists, but only program directors can certify lists.

Offer Rounds in the NRMP R3 system
- Offers will be sent at 12:00 p.m. ET on March 14 (Round 1), 3:00 p.m. ET on March 14 (Round 2), and 9:00 a.m. on March 15 (Round 3).
  - 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.

- o Applicants have two hours to accept or reject their offers, and offers that are not accepted or rejected automatically expire.
  - o Applicants can receive multiple offers in any Round.
- The R3 system will update preference lists in real-time to show whether applicants have accepted or rejected their offers.
  - o Applicants who have accepted another program's offer will show as "unavailable" on a program's preference list.
- An email notification will be sent to programs when an offer is accepted.
- An offer rejected by an applicant will NOT be sent to the next available applicant on the preference list until the next Offer Round.
- Because the number of applicants on a preference list can change in each SOAP Round, program directors are encouraged to monitor their lists and add applicants, if necessary.

After SOAP Concludes

- Normal ERAS activities will resume at 11:00 a.m. ET on Thursday, March 15.
- At 12:00 p.m. ET on Thursday, March 15, the *List of Unfilled Programs* will be accessible in NRMP's R3 system in the top menu to program directors and institutional officials, who can update the number of unfilled positions remaining in the program. All unfilled programs, regardless of whether they participated in SOAP, will be displayed on the *List*, and it will be available at 12:00 p.m. ET to all unmatched and partially matched applicants, regardless of their SOAP-eligibility.

Additional Resources & Support

NRMP: Resources | Support: support@nrmp.org, 866-653-NRMP (6767), 202-400-2233

ERAS: Resources | Support: erashelp@aamc.org, 202-862-6264