

**American Society for Reproductive Medicine (ASRM)**  
**Society for Reproductive Endocrinology and Infertility (SREI)**  
**Fellowship Matching Process**  
**Rules and Requirements of Participating Programs**  
**Draft 4.1**

**Fellowship Subcommittee on Match Violation**

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- I. **Match Application.** All approved fellowship programs must register for the Match. Programs must declare the total number of positions available by July 1<sup>st</sup>. If no position is available, programs must clearly state their intention of not offering a fellowship position for the current year. If an institution decides to change the number of fellowship positions offered, they must declare this prior to the submission of their rank-order list. All approved fellowship programs should notify the SREI Co-Chairs of their decision not to offer a fellowship position and to declare the total number of positions for the current year in writing (email communication or letter by July 1.) All applicants will submit their information to the NRMP via the common on-line application.
  
- II. **Match Violations.** If a Match violation is suspected, the Fellowship Subcommittee on Match Violations should be notified as the initial point of contact. The following events constitute a Match violation:
  - A. The fellowship program withdraws from the Match and offers a fellow participating in the Match a fellowship position before the Match results have been announced.
  
  - B. The fellowship program coerces, promises selection or forces an applicant to select their program.
  
  - C. Non honoring results of the match
    - a. Institution adds requirements that were not communicated to applicants prior to rank order list deadline
    - b. Program interviews or approaches applicant who has matched elsewhere to encourage applicant to switch programs

- c. Program decides not to honor commitment to a matched applicant
- d. Program involved in a waiver investigation or who fails to submit a waiver offers/fills position with another applicant
- e. Program offers position to an applicant whose waiver request was denied and begins to train that applicant prior to the applicant's 1 year prohibition from accepting a position in any NRMP match participating program.

### III. **Exceptions to the Match Process.**

- A. Offering a fellowship position to a resident currently enrolled in the Department's residency program is not a violation as long as this intent is made public prior to July 1<sup>st</sup>. The fellowship program would declare that no fellowship position is available for the current year. The fellowship program would not be able to reopen their position until after the Match results are known unless the resident withdraws.
- B. Programs with multiple fellowship positions are allowed to reserve any number of spots for current residents in their own program outside of the Match. Any reserved spots for current residents will follow the above guidelines in IIIA. They may then offer any other remaining positions for applicants participating in the Match.
- C. After the results of the Match, an unfilled fellowship position can remain unfilled by the institution, or can be filled with a non-matched applicant.
- D. After the results of the Match are known, immediate offering of a fellowship position to an unmatched applicant is not a violation. A fellowship program may not offer a position to a registered applicant who has already been selected by another registered program.

- IV. **Fellowship Applicants with a Military Commitment.** Applicants with a military commitment are encouraged to apply for any fellowship position in the Match. It is acknowledged that an applicant with a military commitment may not know if he or she can participate in a fellowship prior to the submission of the rank-order lists. If a fellowship program chooses to not offer a fellowship position in the Match, they may hold the position until a prospective fellow with a military commitment is cleared to fill this position. This offer, however, can only be extended after the results of the Match are known for a given year.

- V. **Sanctions.** Violators of the Match will be sanctioned in the following manner:
- A. A fellowship program that violates the rules of the Match will be noted as such in the SREI Fellowship Directory and no information on their program will be listed for one year.
  - B. The faculty and fellows from the fellowship program will not be allowed to present at the ASRM meeting for one year.
- VI. **Match Violation Sanction Appeal.** The ASRM Board of Directors supports the sanctioning of violators, as long as there is an appeals process in place to investigate decisions. As a program is assumed to be “innocent until proven guilty”, there is a 30-day grace period after Match reports are submitted. All violations, however, should be submitted by January 1<sup>st</sup> to the SREI Fellowship Committee Co-Chairs. After January 1<sup>st</sup> no other presumed violations will be investigated for the prior Match. Once the SREI Fellowship Committee assesses the violation, they will send a recommendation to the SREI Board of Directors for sanctioning. If the Fellowship Program wishes to appeal, they must do so before the entire SREI Board of Directors at the next available meeting of the Board.
- VII. **Frequently Asked Questions About the Match Process.**
- A. ***If a fellowship has two positions available, must both positions be registered with the Match?*** Yes. All available positions must be registered and accounted for. Fellowship programs may decide to not offer an approved position from year to year (see above paragraph).
  - B. ***If a program and applicant declare prior to Match deadlines that they are interested in each other, can they be exempt from Match registration?*** The program should declare publicly that they are not interviewing any prospective fellows. Each program must register the number of positions available in a given year by July 1<sup>st</sup>. In this particular case, the program would declare that no fellowship position is available. After the Match results are known, the program would then offer their position to their prospective candidate if he or she were still available.
  - C. ***Who can report a fellowship match violation?*** Either a candidate or a program can report the violation. The applicant would contact with one of the SREI Fellowship Committee Co-

Chairs. If needed, a telephone contact number or e-mail address may be obtained from ASRM by asking for the administrative support person for the SREI.

- D. ***If a fellowship applicant, who participates in the Match and is selected in the Match, does not fulfill their obligation to begin their fellowship at the matched institution are there any sanctions imposed on the applicant?*** A fellowship applicant that does not initiate their fellowship at the matched institution would not be allowed to file a future SREI fellowship common application. If they still desired a fellowship position, they would have to wait to apply to an ABOG-approved fellowship until after the Match results are released in any given year.

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I have read the above document and agree to comply with the rules and requirements for a participating fellowship program.

\_\_\_\_\_  
Signature of Fellowship Director

\_\_\_\_\_  
Printed Name of Fellowship Director

\_\_\_\_\_  
Institution

\_\_\_\_\_  
Date

**Please return this signed statement to Cori Watts via FAX: (205) 978-5018.**