ERAS® and Reproductive Endocrinology and Infertility Working Together

A Welcome from the ERAS Senior Director

We are delighted to work with Reproductive Endocrinology and Infertility to bring ERAS Fellowships to all programs for the upcoming ERAS 2017 application season. Your program will join more than 8,000 programs that have abandoned burdensome paper-driven application processes for ERAS’ streamlined electronic system. This newsletter is designed to introduce you to our service and to provide important information to help you prepare for your first season using ERAS.

The Association of American Medical Colleges (AAMC) launched ERAS®—the Electronic Residency Application Service, in 1995, to transmit residency applications and supporting credentials from applicants and medical schools to residency program directors, using the Internet. Two decades later, ERAS remains committed to providing excellent service not only to the core residency community, but also to the sub-specialty community as well. In launching ERAS Fellowships in July 2003, we sought to provide the fellowship community with the same easy, reliable and secure process that has transformed residency selection processes across the country. ERAS Fellowships has since enjoyed success, expanding to over 70 specialties including osteopathic fellowships for ERAS 2017.

As we better understand the needs of our constituencies, ERAS seeks to take advantage of new technologies that will enable us to streamline processes used by program staff to review, evaluate, and select the next generation of physicians-in-training. We are ever mindful of the important role ERAS plays in residency and fellowship training programs. As such, we are committed to balancing the future need to improve our systems and the manner in which we deliver the ERAS service with the current need to maintain a stable and reliable system.

We see our residency and fellowship training programs as partners in this process to expand and improve the services we provide. We look forward to working together with Reproductive Endocrinology and Infertility programs to ensure a smooth transition into the ERAS family.

Best Wishes,

Amy Mathis
ERAS Senior Director

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### ERAs Fellowship Timeline (December application cycle)

<table>
<thead>
<tr>
<th>Dates</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 2016</td>
<td>ERAS Registration</td>
</tr>
<tr>
<td>Mid-November 2016</td>
<td>PDWS Software and User Guide Available</td>
</tr>
<tr>
<td>December 1, 2016</td>
<td>Applicants Apply to December Application Cycle Programs Only</td>
</tr>
<tr>
<td>December 1, 2016</td>
<td>Programs begin receiving Applications</td>
</tr>
<tr>
<td>May 31, 2017</td>
<td>Applicants can no longer apply to your program</td>
</tr>
<tr>
<td>July 2018</td>
<td>Fellowship Training Begins</td>
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ERAS® is a program of the Association of American Medical Colleges

www.aamc.org/eras
ERAS Advantage
ERAS offers enormous advantages to programs over traditional paper-driven application processes. ERAS uses proven technologies to deliver an electronic solution to make receiving, reviewing and evaluating applicant materials a breeze. ERAS gives you time to focus on the content of applications, not on receiving and processing them. ERAS also provides access to national specialty-specific statistics on applicants and applicant behavior. Use ERAS statistical data to track longitudinal data on your program, as well as national applicant pool data for all Reproductive Endocrinology and Infertility programs.

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ERAS Documents
ERAS provides a variety of supporting documents as part of application materials viewed through the Program Director’s Workstation (PDWS) software. The MyERAS application is used by fellowship applicants to apply for specialized graduate training in fellowship programs in the US. Using the Internet, ERAS transmits fellowship applications, Letters of Recommendation (LoRs), Medical Student Performance Evaluations (MSPEs), transcripts, photographs and ABSITE Transcript (for surgical fellowships only) to program directors.

As each program has its own unique process for reviewing applications, be sure to inform applicants of deadlines and application requirements for applying to your program.

ERAS Basics
The ERAS solution is made up of four components: MyERAS, the student application; the Dean’s Office Workstation (DWS); the Program Director’s Workstation (PDWS); and the Letter of Recommendation Portal (LoRP). Applicants complete the MyERAS Application, select programs, and assign supporting documents using a secure site. They can then apply to the programs they have selected.

The ERAS Fellowship Document Office (EFDO) uses their DWS to send all supporting documents they handle for fellowship applicants. Fellowship programs use the PDWS to receive applications and use their unique criteria to review and evaluate applications.

ERAS Fact: The MyERAS Application can also be viewed and printed in CV format.

Getting Started
Registration runs throughout May 2016 to provide ample opportunity for you to decide about your participation in ERAS. For newly participating programs, we suggest the following to make your transition to ERAS a smooth one. The steps outlined here will be covered in more detail in the new specialties emails that will be sent to your program contact throughout the season with tips and information about ERAS. Lastly, once you gain access to the PDWS you gain access to the Program Community site.

ERAS Fact: ERAS allows you to print information to Adobe® should you need to reference information outside of the PDWS.

To gain access to the PDWS, users must be invited by their Designated Institutional Official (DIO). Once the invitation has been received, users can either log in using their existing AAMC user name and password or register for an AAMC account. Please
note that each user invited to the PDWS needs their own AAMC account. For security reasons, please do not share account information.

**PDWS Resources**

**Step 1: Take Advantage of ERAS Training Materials**

The PDWS is designed to be user-friendly, so training is not a necessity. However, training can help your staff learn how best to use the PDWS to streamline your program’s application process. We have numerous tutorials and job aides to help you as well as a comprehensive user guide. In addition, we hold several webinars for new users to the PDWS. We will send out communication for webinars and other training materials closer to the season opening.

**Step 2: Talk to Other Program Staff**

Involve other staff members who have previously used the PDWS. They will be an excellent resource in helping you utilize the PDWS to maximize its capabilities. We also have a community website where you can interact with other PDWS users and share thoughts and best practices.

In addition, we have friendly and knowledgeable ERAS HelpDesk specialists ready to assist you with your ERAS questions. Whether it’s walking you through the registration process or helping you use ERAS features, they are available M-F, 8a–6p ET. Call 202-828-0413 or email erashelp@aamc.org for assistance.

To ensure you receive PDWS user emails, please make sure that your institution has whitelisted our IP address. For questions about whitelisting in your institution, please contact your IT group. Please note, we support the latest browser versions of Chrome, Firefox and Internet Explorer 9 +

**Step 3: Establish Program Requirements & Communication Strategy**

It is best to determine your program’s minimum application requirements and program-specific deadlines in advance. Determine which documents you will require in order for an application to be considered complete. In ERAS Account Maintenance (EAM), on the Program Listing tab, there are optional questions you can answer about your program. This information will be displayed to applicants to help inform their choices of which programs to apply to. Ensuring a smooth transition to ERAS requires understanding the ERAS season. Please refer to the ERAS fellowship timeline on the next page so you can coordinate your program activities accordingly.

**ERAS Frequently Asked Questions**

Still have some questions about ERAS? Review our answers to some of the most frequently asked questions about coming online with ERAS. Click on our website www.aamc.org/eras to visit the full Frequently Asked Questions section or contact the ERAS HelpDesk.

**How does ERAS impact my current timeline?**

ERAS does not establish application deadlines; individual programs set deadlines. Applicants are advised to contact programs directly for information about deadlines. Applicants can begin applying on December 1st. We strongly recommend programs set practical deadlines and clearly advertise them so applicants and the EFDO have a reasonable amount of time to get supporting documents into the system.

The ERAS season closes on May 31st; however you will still be able to view your current season’s applications 30 days after your match date. After May 31st, programs will no longer be able to receive any new applicant information. Archive files for previous seasons will be available in pdf and csv format when you log in for the new ERAS season.

**What’s involved with ERAS Registration?**

In order for programs to use ERAS to receive applications, they must register and indicate their participation status. Registration information will
be sent in April 2016, outlining the registration process. It will include a login ID and password to provide access to the ERAS Account Maintenance (EAM) system where you will update your participation status.

Does registering for ERAS obligate me to participate with the Match?
ERAS is an independent application service that is separate from the National Resident Matching Program (NRMP®) and all other matching services. Therefore, participation in ERAS does not obligate you to participate in the NRMP match and vice-versa. If you decide to participate in the Match®, ERAS software provides useful tools to assist programs in organizing rank lists for use in established matching services.

How much does ERAS cost?
ERAS is currently free to fellowship programs. ERAS is supported by fees paid by applicants. Fees for ERAS 2016 are currently: $110 (includes up to 10 programs); $11 each for 11–20 programs; $16 each for 21–30 programs; and $26 each for 31 programs or more. *Please note these fees are subject to change prior to the season starting.*

There are many benefits to using the PDWS. You can access your applications anytime, anywhere as long as you have a secure internet connection you can access the PDWS at your convenience. In addition to the flexibility of how you can view the applications, we have robust tools in the PDWS to facilitate your recruitment process.

How does ERAS support the inclusion of publications in the PDWS?
As part of the MyERAS Application, ERAS collects detailed information on applicant publications, including PMID for publications available in PubMed. ERAS also distinguishes peer reviewed and non-peer reviewed publications. You may request copies of publications to add to the candidate’s ERAS application.

Will ERAS verify the authenticity of documents sent as part of the ERAS application?
ERAS does not verify the authenticity of any documents; however, there are certain supporting documents that come directly from source and do not require verification. Medical School Transcripts and MSPEs are sent by Designated Deans Offices. Exam score transcripts are received directly from the NBME and NBOME, assuring this information is complete and accurate. ECFMG Certification information for international medical graduates is received directly from the ECFMG.

Although ERAS will not review supporting documents for authenticity, we are dedicated to ensuring the accuracy of the application. The ERAS
Integrity Promotion Program was designed to discourage fraudulent activity.

**ERAS Integrity Promotion Program**

ERAS is dedicated to promoting integrity in graduate medical education, and has instituted a comprehensive Integrity Promotion Program to ensure information submitted in applications is accurate.

This program helps increase confidence in the accuracy of applications so that applicants are competing for positions on the basis of factual credentials. The Integrity Promotion Program was designed to discourage fraudulent activity; and to encourage reporting of fraudulent activity where warranted.

Types of irregularities and activities targeted for investigation include, but are not limited to:

- Omission of education extension
- Omission of previous residency training
- Submission of fraudulent supporting documents
- Tampering with content of LoRs
- Plagiarized personal statements

ERAS is committed to supporting a high standard of integrity throughout the application process for physician training positions. Unethical behavior is strongly discouraged and will be thoroughly investigated and addressed appropriately.

We also encourage program staff who uncover falsified credentials to alert ERAS promptly so that the matter can be investigated. For more information about the Integrity Promotion Program, visit our website and click on the ERAS Policies link.

**Contact Us**

We’re available to help you achieve a smooth and successful year with ERAS.

You also have a full time staff in the ERAS office dedicated to helping you with your ERAS needs. Contact DK Sujlana, Director, ERAS Program Relations, at dksujlana@aamc.org or Jennifer Nelson, Fellowship Programs Relations Specialist at jnelson@aamc.org.

If you have any comments or suggestions, or you want to tell us how we are doing, call the ERAS main line at 202-828-0508, or email Amy Mathis, ERAS Senior Director at amathis@aamc.org.