

This timeline of academic year events was developed as a general reference for nephrology training program directors. Since individual programs and institutions may have different times and deadlines for various activities, training program directors should refer to and comply with any applicable local guidelines. This document can be downloaded and then modified for your own personal use. Please e-mail [norby.suzanne@mayo.edu](mailto:norby.suzanne@mayo.edu) with any questions or suggestions.

## July

- Late June/Early July: New fellows start
  - Orientation, welcome sessions, assign advisors
  - Have new fellows sign & return a form indicating that they have read your policy manual

- Review fellow, faculty, and rotation evaluations from prior month

- **Early July deadline: ASN Trainees Program applications (travel grants)**

More information on ASN Website

<http://www.asn-online.org/training/>

- **Mid-July deadline: National GME Census (GMETrack) Program Survey deadline for early FREIDA Online listing**

- Option for basic (free) or expanded (\$90 in 2009) listing

Sample expanded listing

[http://www.ama-assn.org/ama1/pub/upload/mm/410/freida\\_sample.pdf](http://www.ama-assn.org/ama1/pub/upload/mm/410/freida_sample.pdf)

- Residents can use searchable database of programs
- Listing also used for Graduate Medical Education Directory (a.k.a. “ the Green Book”)

American Medical Association “Fellowship and Residency Electronic Interactive Database Access”

Information about FRIEDA online <http://www.ama-assn.org/ama/pub/education-careers/graduate-medical-education/freida-online/about-freida-online.shtml>

GMETrack Login Site (Use 10-digit ACGME program identifier + assigned password to access)

<https://services.aamc.org/gme/admin/login/index.cfm?fuseaction=login>

- Mid-July opening: National GME Census (GMETrack) Resident/Fellow Survey
  - Deadline in September
  - Used for AMA Physician Masterfile verification of training and credentials

Information about FRIEDA online <http://www.ama-assn.org/ama/pub/education-careers/graduate-medical-education/freida-online/about-freida-online.shtml>

GMETrack Login Site <https://services.aamc.org/gme/admin/login/index.cfm?fuseaction=login>

- **Late July deadline: ABIM FasTrack for continuing fellows**

- Rate each fellow on 9-point scale, competency-based
- Mini-CEX question now asks how many observations were performed
- ABIM will later send pdf file for you to print, review, sign, and return

ABIM FasTrack Login Site (Use 4-digit program number, user name, password)

<http://www.abim.org/tracking>

- Late July opening: ACGME WebADS annual update
  - Submit information about changes in resident/fellow number, additions/deletions of participating sites, changes to program structure, program director, etc.

ACGME Web Accreditation Data System Login site (use 10-digit program ID + password)

<https://www.acgme.org/ads/default.asp>

<b>August</b>
<ul style="list-style-type: none"> <li>▪ Perform annual program review <ul style="list-style-type: none"> <li>○ Prepare action plan</li> <li>○ Review action plan with faculty and document review in meeting minutes</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>▪ Review fellow, faculty, and rotation evaluations from prior month</li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Late August deadline: ACGME WebADS annual update</b> <ul style="list-style-type: none"> <li>○ Submit information about changes in resident/fellow number, additions/deletions of participating sites, changes to program structure, program director, etc.</li> </ul> </li> </ul> <p>ACGME Web Accreditation Data System Login site (use 10-digit program ID + password)  <a href="https://www.acgme.org/ads/default.asp">https://www.acgme.org/ads/default.asp</a></p>
<b>September</b>
<ul style="list-style-type: none"> <li>▪ Review fellow, faculty, and rotation evaluations from prior month</li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Deadline: National GME Census (GMETrack) Program and Resident/Fellow Surveys deadline</b> <ul style="list-style-type: none"> <li>○ Option for basic (free) or expanded (\$90 in 2009) listing  Sample expanded listing  <a href="http://www.ama-assn.org/ama1/pub/upload/mm/410/freida_sample.pdf">http://www.ama-assn.org/ama1/pub/upload/mm/410/freida_sample.pdf</a></li> <li>○ Residents can use searchable database of programs</li> <li>○ Listing also used for Graduate Medical Education Directory (a.k.a. “ the Green Book”)</li> </ul> </li> </ul> <p>American Medical Association “Fellowship and Residency Electronic Interactive Database Access”  Information about FRIEDA online  <a href="http://www.ama-assn.org/ama/pub/education-careers/graduate-medical-education/freida-online/about-freida-online.shtml">http://www.ama-assn.org/ama/pub/education-careers/graduate-medical-education/freida-online/about-freida-online.shtml</a>  GMETrack Login Site (Use 10-digit ACGME program identifier + assigned password to access)  <a href="https://services.aamc.org/gme/admin/login/index.cfm?fuseaction=login">https://services.aamc.org/gme/admin/login/index.cfm?fuseaction=login</a></p>
<ul style="list-style-type: none"> <li>▪ Mount Desert Island Biological Laboratories “Origins of Renal Physiology” course  More information  <a href="http://www.mdibl.org/courses/renal09.shtml">http://www.mdibl.org/courses/renal09.shtml</a></li> </ul>
<b>October</b>
<ul style="list-style-type: none"> <li>▪ Review fellow, faculty, and rotation evaluations from prior month</li> </ul>
<ul style="list-style-type: none"> <li>▪ Consider holding fellow semi-annual review meeting with fellows</li> </ul>
<ul style="list-style-type: none"> <li>▪ Update your program web site in preparation for recruitment season</li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Mid-October: Applications available for NKF Spring Clinical Meeting Travel Grant for residents &amp; fellows</b>  More information on NKF website  <a href="http://www.kidney.org/news/meetings/clinical/educational/index.cfm">http://www.kidney.org/news/meetings/clinical/educational/index.cfm</a></li> </ul>
<ul style="list-style-type: none"> <li>▪ Late October/mid-November: ASN Renal Week <ul style="list-style-type: none"> <li>○ TPD meeting</li> <li>○ Invited Resident Reception</li> <li>○ Invited Resident Closing Luncheon</li> </ul> </li> </ul>

<b>November</b>
<ul style="list-style-type: none"> <li>▪ Review fellow, faculty, and rotation evaluations from prior month</li> </ul>
<ul style="list-style-type: none"> <li>▪ Late October/mid-November: ASN Renal Week <ul style="list-style-type: none"> <li>○ TPD meeting</li> <li>○ Invited Resident Reception</li> <li>○ Invited Resident Closing Luncheon</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Mid-November abstract deadline: ACGME Annual Educational Conference</b></li> </ul>
<ul style="list-style-type: none"> <li>▪ November 15: Applicants can start applying to programs in ERAS</li> </ul>
<ul style="list-style-type: none"> <li>▪ Start planning applicant interview process <ul style="list-style-type: none"> <li>○ Schedule tentative dates (usually January – April but could also include December &amp; May for programs enrolled in NRMP match)</li> <li>○ Block faculty calendars</li> <li>○ Update recruitment packets &amp; materials</li> <li>○ Update letters to applicants (invite or decline to interview)</li> <li>○ Update evaluation forms for applicants who have interviewed</li> </ul> </li> </ul>
<b>December</b>
<ul style="list-style-type: none"> <li>▪ Review fellow, faculty, and rotation evaluations from prior month</li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>December 1: Applications available for programs to download from ERAS</b> <ul style="list-style-type: none"> <li>○ Begin application review and interview scheduling</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Early December deadline: NKF Spring Clinical Meeting abstracts</b></li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Early December deadline: NKF Spring Clinical Meeting Travel Grant applications for residents &amp; fellows</b></li> </ul> <p>More information on NKF website  <a href="http://www.kidney.org/news/meetings/clinical/educational/index.cfm">http://www.kidney.org/news/meetings/clinical/educational/index.cfm</a></p>
<ul style="list-style-type: none"> <li>▪ <b>Early December deadline: American Transplant Congress abstracts</b></li> </ul>
<b>January</b>
<ul style="list-style-type: none"> <li>▪ Review fellow, faculty, and rotation evaluations from prior month</li> </ul>
<ul style="list-style-type: none"> <li>▪ Ongoing: Application review and applicant interviews</li> </ul>
<ul style="list-style-type: none"> <li>▪ Start planning fellow schedule for upcoming academic year</li> </ul>
<ul style="list-style-type: none"> <li>▪ Registration for ASN In-Training Exam for fellows</li> </ul> <p>More information on ASN Website  <a href="http://www.asn-online.org/training/">http://www.asn-online.org/training/</a></p>
<b>February</b>
<ul style="list-style-type: none"> <li>▪ Review fellow, faculty, and rotation evaluations from prior month</li> </ul>
<ul style="list-style-type: none"> <li>▪ Ongoing: Application review and applicant interviews</li> </ul>
<ul style="list-style-type: none"> <li>▪ Ongoing: Plan fellow schedule for upcoming academic year</li> </ul>

<b>March</b>
<ul style="list-style-type: none"> <li>▪ Review fellow, faculty, and rotation evaluations from prior month</li> </ul>
<ul style="list-style-type: none"> <li>▪ Ongoing: Application review and applicant interviews</li> </ul>
<ul style="list-style-type: none"> <li>▪ Ongoing: Plan fellow schedule for upcoming academic year</li> </ul>
<ul style="list-style-type: none"> <li>▪ Consider holding fellow semi-annual review meeting with fellows</li> </ul>
<ul style="list-style-type: none"> <li>▪ Early March: ACGME Annual Educational Conference</li> </ul> <p>More information on ACGME home page or use “Meetings &amp; Workshops” link on left navigation pane <a href="http://www.acgme.org/acWebsite/home/home.asp">http://www.acgme.org/acWebsite/home/home.asp</a></p>
<b>April</b>
<ul style="list-style-type: none"> <li>▪ Review fellow, faculty, and rotation evaluations from prior month</li> </ul>
<ul style="list-style-type: none"> <li>▪ Revise program policy manual for upcoming academic year</li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>ASN In-Training Exam for fellows</b></li> </ul> <p>More information on ASN Website  <a href="http://www.asn-online.org/training/">http://www.asn-online.org/training/</a></p>
<ul style="list-style-type: none"> <li>▪ Start planning end-of-year ceremony for outgoing fellows <ul style="list-style-type: none"> <li>○ Arrange location &amp; catering</li> <li>○ Send “save-the-date” notice to fellows, faculty, guests</li> <li>○ Ask fellows to select “Teacher of the Year”</li> <li>○ Obtain “Teacher of the Year” gift (engraved plaque, other)</li> <li>○ Print certificates of program completion</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>▪ Schedule orientation &amp; welcome sessions for incoming fellows</li> </ul>
<ul style="list-style-type: none"> <li>▪ Ongoing: Application review and applicant interviews</li> </ul>
<ul style="list-style-type: none"> <li>▪ NKF Spring Clinical Meetings</li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>NRMP rank order list opens</b></li> </ul> <p>Fellowship Program Director User Guide 2010 (anticipate new version for upcoming Match)  <a href="http://www.nrmp.org/fellow/2010_fellowprog.pdf">http://www.nrmp.org/fellow/2010_fellowprog.pdf</a></p>

<b>May</b>
<ul style="list-style-type: none"> <li>▪ Review fellow, faculty, and rotation evaluations from prior month</li> </ul>
<ul style="list-style-type: none"> <li>▪ Distribute confidential evaluations of program to faculty and fellows in preparation for annual program review</li> </ul>
<ul style="list-style-type: none"> <li>▪ Ongoing: plan end-of-year ceremony for outgoing fellows <ul style="list-style-type: none"> <li>○ Arrange location &amp; catering</li> <li>○ Send “save-the-date” notice to fellows, faculty, guests</li> <li>○ Ask fellows to select “Teacher of the Year”</li> <li>○ Obtain “Teacher of the Year” gift (engraved plaque, other)</li> <li>○ Print certificates of program completion</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Mid-May deadline:</b> NRMP Quota Change</li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Mid-May opening: ASN Residents Program nominations (travel grants)</b></li> </ul>
<ul style="list-style-type: none"> <li>▪ Late May opening: National GME Census (GMETrack) Program Survey <ul style="list-style-type: none"> <li>○ Option for basic (free) or expanded (\$90 in 2009) listing Sample expanded listing <a href="http://www.ama-assn.org/ama1/pub/upload/mm/410/freida_sample.pdf">http://www.ama-assn.org/ama1/pub/upload/mm/410/freida_sample.pdf</a></li> <li>○ Residents can use searchable database of programs</li> <li>○ Listing also used for Graduate Medical Education Directory (a.k.a. “ the Green Book”) American Medical Association “Fellowship and Residency Electronic Interactive Database Access” Information about FRIEDA online <a href="http://www.ama-assn.org/ama/pub/education-careers/graduate-medical-education/freida-online/about-freida-online.shtml">http://www.ama-assn.org/ama/pub/education-careers/graduate-medical-education/freida-online/about-freida-online.shtml</a> GMETrack Login Site (Use 10-digit ACGME program identifier + assigned password to access) <a href="https://services.aamc.org/gme/admin/login/index.cfm?fuseaction=login">https://services.aamc.org/gme/admin/login/index.cfm?fuseaction=login</a></li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Mid- to late May: American Transplant Congress annual meeting</b></li> </ul>
<b>June</b>
<ul style="list-style-type: none"> <li>▪ Review fellow, faculty, and rotation evaluations from prior month</li> </ul>
<ul style="list-style-type: none"> <li>▪ Conduct exit interviews of outgoing fellows</li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Early June deadline:</b> NRMP Rank Order list</li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Early June deadline:</b> ASN Renal Week abstracts</li> </ul>
<ul style="list-style-type: none"> <li>▪ Mid-June: Match Day</li> </ul>
<ul style="list-style-type: none"> <li>▪ End-of-year Ceremony for outgoing fellows</li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Late June deadline: ABIM FasTrack for graduating fellows</b> <ul style="list-style-type: none"> <li>○ Rate each fellow on 9-point scale, competency-based</li> <li>○ Mini-CEX question now asks how many observations were performed</li> <li>○ Continuing fellows report due at end of July</li> </ul> </li> </ul> <p>ABIM FasTrack Login Site (Use 4-digit program number, user name, password) <a href="http://www.abim.org/tracking">http://www.abim.org/tracking</a></p>