

## GME New Program and Expansion Timeline

The timeline steps must occur in the following order:

1. GMEEOC academic template and financial proforma (filled out by your department administrator) must be sent to the GME office at least 2 weeks before the GMEEOC meeting date so that committee members can review.
  - a. A pre-proforma financial review will be done before the application can be placed on the GMEEOC meeting agenda.
2. After approval by the GMEEOC, the application must next be approved by the GME Taskforce (meets monthly).
  - a. New programs will require Taskforce approval of a new Program Director (requires a letter from the Chair recommending the new Program Director and a CV sent to the GME office at least one week before the Taskforce meeting).
3. After approval by the GME Taskforce, the application must then be approved by the GMEC (meets 6x/year or every other month).
  - a. New Program Director will require approval at this time.
4. After GMEC approval (and approval of the Program Director if applicable), the new program may need a Special Program Review (SPR) in preparation for ACGME submission (if required).
5. After the SPR and incorporation of recommendations, the program can submit to ACGME with DIO approval (if applicable).

### Office of Graduate Medical Education