NEW GME PROGRAM REQUEST FORM

Note: Please make sure you have Adobe downloaded before completing this form. Information on affiliation agreements and forms for letters of support can be found on the GME website.

Please address all the questions/requirements below by completing the entire form. All New Program Requests must be received by March 1 to be considered for that year's Strategic Manpower Committee. (For example, for a July 1, 2026, program start date, you must submit this form by March 1, 2025.)

New program requests will be reviewed in the following order:

1. *MUSC Program Quality and Compliance Committee*
2. *MUSC GMEC*
3. *MUSC/COM Strategic Manpower Committee (if funding is required)*
4. *ACGME/RRC*

*Requests to specific ACGME/RRC's must not be made until **after** approval by the MUSC GMEC that meets quarterly. Requests should be made in the ACGME ADS system no longer than **six** months following GMEC approval.*

No resident or fellow should be hired or promised a position until there has been approval by each group noted above.

Proposed Training Program Name:

Program Director Signature/Date:

Program Coordinator Signature/Date:

Specialty Core Program   Director Signature/Date:
  If applying for a fellowship, the Specialty Core Program Director must sign off on the application:

Department Chair Signature/Date:

Total # of positions requested:
PGY Level Breakdown:

Requested Start of Program Date:

1. Please describe the educational rationale and benefits of the proposed new program request. (This should be solely the education focused rational).

2. Please explain interactions, impacts/ needs for rotations with other existing programs.

3. Please explain the program plan to maintain the balance between service and education.

4. Please describe your duty hour compliance and monitoring plan for each program year.

5. If outside training sites are needed, list the sites and educational rationale for each site.

6. Please include affiliation agreements (if applicable).
7. Discuss the availability of space and resources needed for the program including, call rooms, desks, computers, labs, APPs etc.

8. Discuss the program financing plans. Will hospital support through SMP be needed? If other funding is being utilized, please attach the supporting documentation.

9. Discuss the planned program leadership and admin support including how you plan to meet your individual ACGME FTE requirements. This should include a signed letter of support for the plan from the department Chair entailing FTE support for PD, PC and APD or core faculty time if required by your RRC. The template, instructions can be found on the GME website.

10. Please fill out and attach to this form your RRC specific ACGME application.

11. Please upload the Program Director's CV here

12. Does your proposed program require RRC approval?   Yes   No