

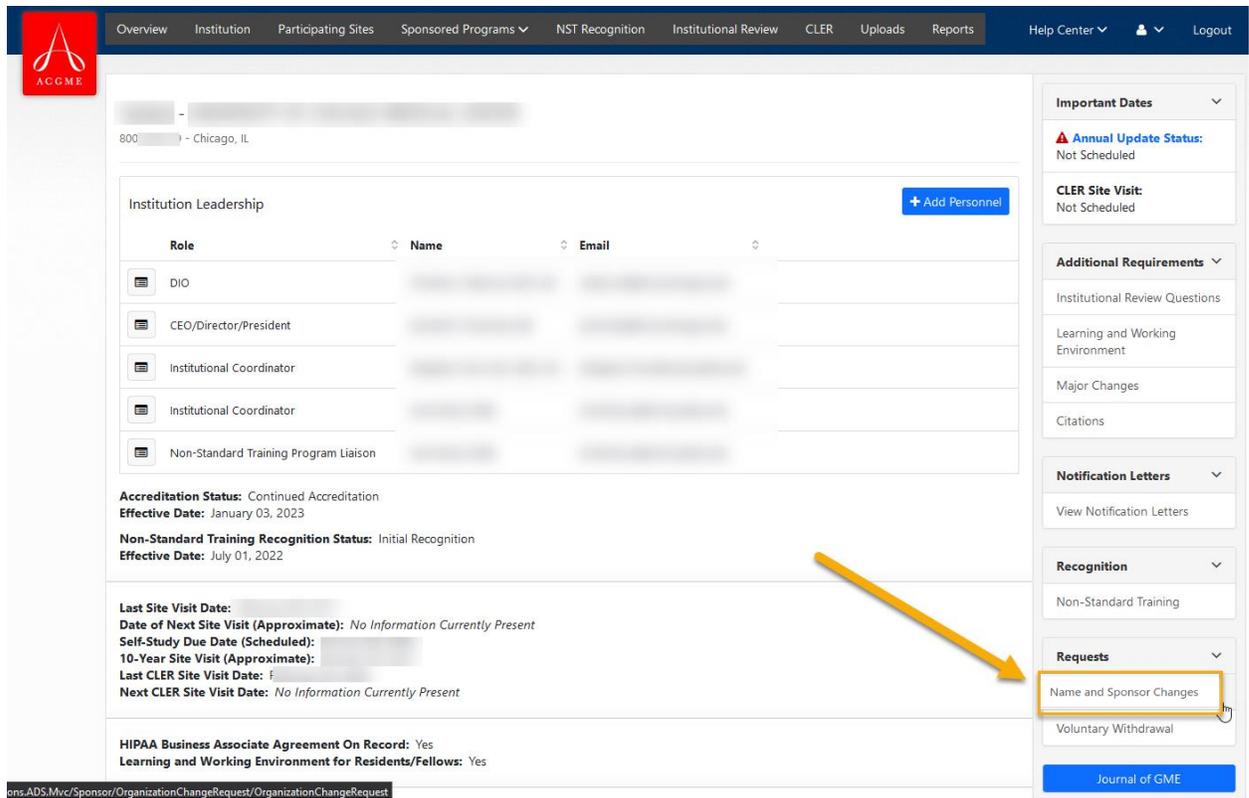
## Process for Program Sponsorship Changes

Organization change requests (e.g., sponsor name change, program name change, program sponsorship change) must now be initiated and submitted via the ACGME Accreditation Data System (ADS). In the case of a program sponsorship change, the change request must be initiated by the transferring sponsor, not the receiving sponsor.

ACGME naming conventions dictate that all programs within a given Sponsoring Institution include the Sponsoring Institution's name. The name of the specialty does not appear in the name unless the official name of the Sponsoring Institution includes the name of the specialty. On occasion, the name of a medical school, other affiliated institution, participating site, or city/town may be included in the name of the program. Use of another organization's name requires the formal approval of the entity that has a legal right to determine use of the name.

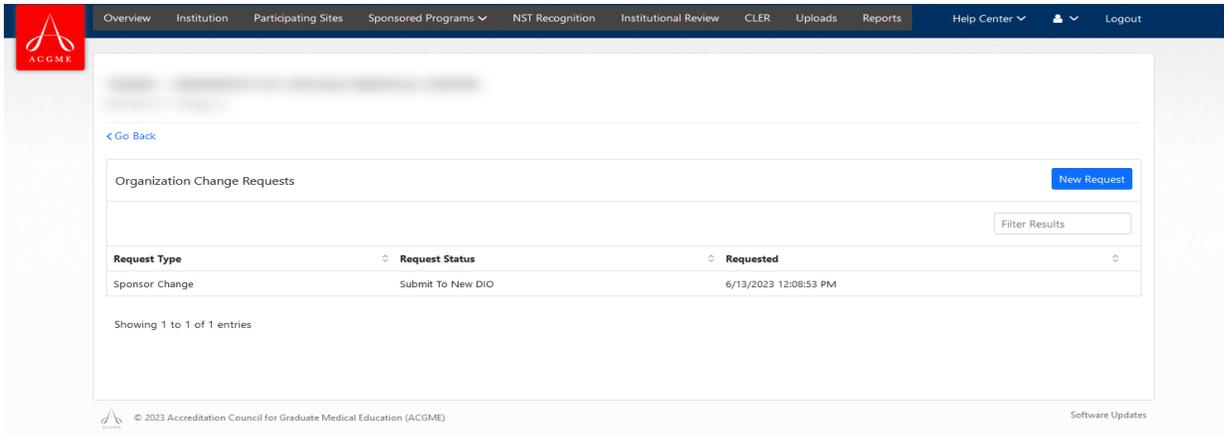
### Initiating Organization Change Requests

The Organization Change Requests page is available to Sponsoring Institutions via the **Name and Sponsor Changes** link under **Requests** on the sponsor's **Overview** and **Institution** tabs:

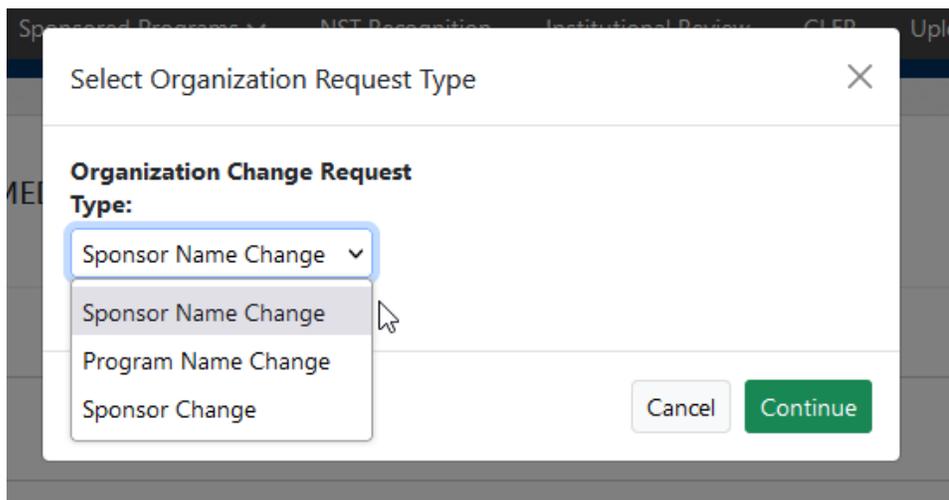
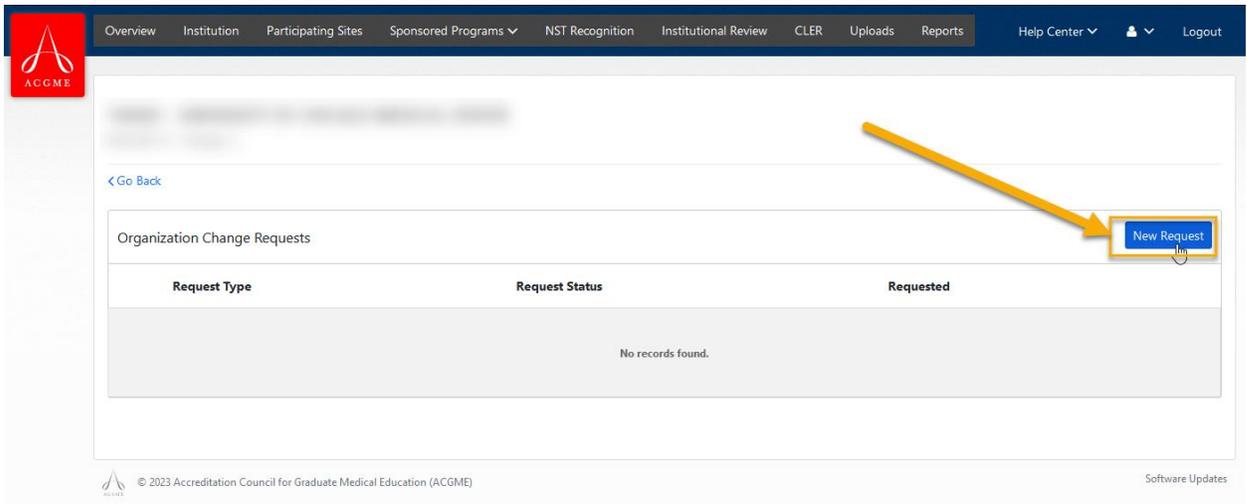


The screenshot displays the ACGME ADS interface for a Sponsoring Institution. The top navigation bar includes tabs for Overview, Institution, Participating Sites, Sponsored Programs, NST Recognition, Institutional Review, CLER, Uploads, Reports, Help Center, and Logout. The main content area shows the Institution Leadership table with columns for Role, Name, and Email. Below this, there are sections for Accreditation Status (Continued Accreditation, Effective Date: January 03, 2023) and Non-Standard Training Recognition Status (Initial Recognition, Effective Date: July 01, 2022). A yellow arrow points to the 'Name and Sponsor Changes' link in the 'Requests' dropdown menu on the right sidebar. Other links in the sidebar include 'Journal of GME' and 'Voluntary Withdrawal'.

From this page, sponsors can initiate change requests and view in-progress requests:



To initiate a change request, select **New Request**, and then select the desired **change request type**:



## Program Sponsorship Change

After selecting **Sponsor Change**:

1. The transferring sponsor is displayed in the first drop-down menu.
2. Select a receiving sponsor from the second drop-down menu.
3. Select **Search**. A list of the transferring sponsor's accredited programs will be displayed.
4. Select the program(s) to be transferred. Selecting the top checkbox selects all listed programs.
5. Select **Next**.

The screenshot shows the ACGME Sponsor Change Request interface. At the top left is the ACGME logo. The navigation bar includes: Overview, Institution, Participating Sites, Sponsored Programs (dropdown), NST Recognition, Institutional Review, CLER, Uploads, Reports, and Home. The main content area is titled 'Sponsor Change Request'. It features a 'Comments' section at the top. Below it are two drop-down menus for selecting sponsors, a 'Search' button, and a 'Next' button. A table of programs is displayed below, with a 'Filter Results' button to its right. The table has columns for 'Code', 'Specialty', 'PD Last Name', and 'Coordinator Last Name'. The 'Specialty' column lists: Allergy and immunology, Anesthesiology, Adult cardiothoracic anesthesiology, and Pediatric anesthesiology. A 'Next' button is located to the right of the search area.

On the next page:

1. Summary information about the **transferring sponsor** is displayed.
2. Summary information about the **receiving sponsor** is displayed. This is informational only and no action is required.
3. A table will display the selected programs to be transferred.
4. Review the auto-populated new program name(s) (and revise if necessary). The receiving sponsor will also have an opportunity to review and revise the program name(s).
5. A table will display and changes in program-to-program relationships (e.g., between core programs and subspecialties, between transitional year and sponsoring programs)
  - a. If a subspecialty program is transferring without its core program, ADS will identify applicable core programs at the receiving sponsor. If no matches are found, the transferring program will not be able to proceed and should contact ADS Support for guidance at [ADS@acgme.org](mailto:ADS@acgme.org).

- b. If a core program is transferring without its subspecialty program(s), the transferring sponsor will not be able to proceed with the change request. Contact ADS Support for guidance on making arrangements for the orphaned subspecialty program(s) at [ADS@acgme.org](mailto:ADS@acgme.org).

Sponsor Change Analysis ✕ Cancel Save/Send to DIO ▾

**1** [800 ] Current

Accreditation Status: Continued Accreditation  
 Effective Date: January 03, 2023  
 Do residents rotate through this institution?: Yes

Participating Sites

**2** [800 ] New

Accreditation Status: Continued Accreditation  
 Effective Date: January 03, 2023  
 Do residents rotate through this institution?: Yes

Participating Sites

**3** Programs that have been selected to change sponsorship from [800 ] to [800 ]

Program Code	Current Program Name	New Program Name	Specialty
			Allergy and immunology

**4**

**5** Programs changing sponsorship that have current program to program relationships with a program that is not also changing sponsorship

ADS has automatically selected a new core, primary subspecialty, or sponsoring program ("New Core Relation") for programs that are changing sponsorship without their currently related program(s). The new relation is identified in the "New Core Relation" column below. When the receiving sponsor has multiple programs that could serve as the new core relation, an asterisk appears next to the new core program. If that new core relation is not the correct the program, please proceed with processing the sponsor change, and then contact ADS staff to update the new core relation.

Program Code	Related Program Code	Related Type	New Core Relation (* - indicates multiple choices)

After reviewing the proposed changes, either **Save** the request for submission in the future, or **Send to new DIO** to send the change request to the designated institutional official (DIO) of the receiving sponsor (for subsequent submission to the ACGME).

Sponsor Change Analysis

[800 ] Current

Accreditation Status: Continued Accreditation  
 Effective Date: January 03, 2023  
 Do residents rotate through this institution?: Yes

[800 ] New

Accreditation Status: Continued Accreditation  
 Effective Date: January 03, 2023  
 Do residents rotate through this institution?: Yes

✕ Cancel Save/Send to DIO ▾

Save

Send to new DIO

The sponsor change request will appear on the receiving sponsor's **Overview** tab. Select **View** to review the change request.

The screenshot displays the ACGME Overview tab interface. The top navigation bar includes the ACGME logo and menu items: Overview, Institution, Participating Sites, Sponsored Programs, Institutional Review, CLER, Uploads, Reports, Help Center, and Logout. The main content area is divided into several sections: Annual Update (with a 'Review' button), No Change Requests, Self-Study Uploads, CLER Site Visit Info and Uploads, and a highlighted Sponsor Change Request section. The Sponsor Change Request section contains the text 'Sponsor change request from University of Chicago Medical Center' and a blue 'View' button. A yellow arrow points to the 'View' button. On the right side, there are several informational panels: Important Dates (Annual Update Status: Not Scheduled, CLER Site Visit: Not Scheduled), Overview Legend (Missing Data, Section Complete), Site Visit Results (Current Citations), and Requests (Organization Change, Voluntary Withdrawal). A 'Journal of GME' button is located at the bottom right of the interface.

The receiving sponsor can:

1. Review the proposed new program name(s), and revise if necessary.
2. Provide optional comments (to the ACGME if submitting the request, or to the transferring sponsor if sending the request back).
3. Either **Save and Submit to ACGME** for final approval and processing or **Send Back** the request to the transferring sponsor for revisions.

The submitted request will be reviewed by ACGME staff to ensure that changes conform to policy and standard operating procedures. The request will be effective immediately once approved by ACGME staff.

Sponsor Change Analysis

3

Cancel

Submit/Send Back

Submit To ACGME

Send Back

**Current**

**Accreditation Status:** Continued Accreditation  
**Effective Date:** January 03, 2023  
**Do residents rotate through this institution?:** Yes

**Participating Sites**

**Accreditation Status:** Continued Accreditation  
**Effective Date:** January 03, 2023  
**Do residents rotate through this institution?:** Yes

**Participating Sites**

Programs that have been selected to change sponsorship from [ ] to [ ]

Program Code	Current Program Name	1 New Program Name	Specialty
			Allergy and immunology

Programs changing sponsorship that have current program to program relationships with a program that is not also changing sponsorship

ADS has automatically selected a new core, primary subspecialty, or sponsoring program ("New Core Relation") for programs that are changing sponsorship without their currently related program(s). The new relation is identified in the "New Core Relation" column below. When the receiving sponsor has multiple programs that could serve as the new core relation, an asterisk appears next to the new core program. If that new core relation is not the correct the program, please proceed with processing the sponsor change, and then contact ADS staff to update the new core relation.

Program Code	Related Program Code	Related Type	New Core Relation ( * - indicates multiple choices )
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Optional Comments:

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