

Request for New Training Program

gme-adm-0026

About This Policy

Effective Dates:

08-28-2013

Last Updated:

02-25-2026

Responsible University Administrator:

Senior Associate Dean for GME

Policy Contact:

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Scope

This policy applies to all Indiana University School of Medicine (IUSM) Graduate Medical Education (GME) resident physicians and residency programs.

Policy Statement

The Graduate Medical Education Committee (GMEC) and the Senior Associate Dean for GME must approve all residency training programs for sponsorship prior to the implementation of the program and/or submission of the accreditation application. There must be sufficient institutional oversight to ensure that new training programs are well-defined in educational training and meet institutional requirements.

If available, all new programs must be accredited by the Accreditation Council for Graduate Medical Education (ACGME). If a program not eligible for ACGME-accreditation is eligible to be accredited by any other national society, then it must be sought. All new programs must provide a curriculum and ensure evaluations are ACGME competency-based. Programs must also explain how residency positions will be funded.

All new training programs, must provide a completed program application not less than two weeks in advance of the GMEC meeting at which review would be requested.

All requests for a new training program must be presented to the GMEC Executive Committee. In the special circumstance in which a proposed or new training program has already received preliminary approval by a certification body or other nationally recognized educational or professional committee, the certification application or national documentation and the responses will also need to be submitted with this application for review by the Office of GME and the GMEC Executive Committee.

Reason For Policy

The purpose of this policy is to ensure that the IUSM GME programs for all residents are consistent with the educational needs of residents and meet the applicable accreditation and institution requirements.

Procedure

The application must include the following:

Procedure to Initiate the Process for a New Training Program

All requests for new training programs should be presented in writing to the GMEC for approval, utilizing the "Request for Sponsorship of New Training Program" forms. GMEC approval must be granted before any

application for ACGME accreditation may be initiated (reference 1). Both the program director and the department chair must sign the application before submitting.

1. The Assistant Director will collect the requested forms and accompanying documentation and submit it to the Senior Associate Dean for Graduate Medical Education for review. The Assistant Director will notify the program director when the Request for Sponsorship of a New Training Program is scheduled for review by the GMEC Executive Committee. The program director (or designee) is expected to attend the GMEC Executive Committee meeting in order to address questions the committee may have regarding the new program.
2. Once the GMEC Executive Committee has reviewed the application, they will determine if the request is ready to be reviewed and approved by the GMEC. Requests may be sent back to the program for further clarification.
3. Once the GMEC has reviewed and approved the request, an email from the Assistant Director for GME will be sent to the program director outlining the approval or non-approval of the training program. GMEC approval is required before submission to the ACGME or other governing bodies and before the enrollment of residents.
4. Any program seeking ACGME accreditation will have six months to submit the completed application to the GME Office.
5. Departments will be responsible for paying the accreditation fees for residencies and NST recognition programs.

Definitions

ACGME is the Accreditation Council for Graduate Medical Education.

A resident is an IUSM resident or fellow, or a non-IUSM resident or fellow electively rotating through IUSM and provides clinical care as part of a GME program.

A *residency* is an IUSM residency or fellowship training program.

NST refers to Non-Standard Training, which the ACGME designation for a non-accredited program that provided training to J1 visa holders.

Implementation

The Designated Institutional Official (DIO) for GME is responsible for implementation of this policy.

Oversight

Policy authority for this document resides with the GMEC. The DIO and the GMEC are responsible for oversight. This policy will be reviewed every three years or more often if deemed necessary.

Forms

[Request for Sponsorship of New Training Program Application](#)

History

1. Policy gme-adm-0026 approved by GMEC and published on 22 September 2010.
2. Policy reviewed, updated, and approved by GMEC on 28 August 2013.
3. Policy updated for formatting 02 March 2018.
4. Policy updated for formatting 27 June 2018.
5. Policy reviewed, updated, and approved by GMEC on 25 July 2018
6. Policy updated by the Policies & Procedures Subcommittee on 12 October 2021.
7. Policy updated & approved by the GMEC 29 June 2022.
8. Policy updated 16 August 2023.
9. Policy approved by GMEC 27 September 2023.
10. Policy updated 11 February 2026.

11. Policy approved by GMEC 25 February 2026.