Program Letter of Agreement Submission to GME

*For any questions please contact: Alessandra at aalvare7@bidmc.harvard.edu

* From the GME office

- Non-Financial PLA(s): 2-week turnaround
- Financial PLA(s): 3-week turnaround
- Rotator PLA(s): 2-week turnaround
- If any under BIDMC legal review: additional 4-6 weeks turnaround

*For PLA(s) that request all of BI's signatures first, they will still follow the same steps as (1-4) then skip to step 6 and on.

*Link to shared folders: [Program Letter of Agreements (PLA)](#)

1. PLA(s) that ready for GME to review please upload to the folder labelled as **"Ready for GME to Review"**
   a. **Program administrators will upload**
   b. Please keep them as **word document** or the **financial addendum as an excel sheet**
   c. Applies to all PLAs that are being created
   d. **GME will review between 1-2 days**
   e. **Please do not email PLA(s) to GME**

Ready for GME to Review

2. PLA(s) that have been reviewed by GME will be found under the folder labelled as **"Review Completed by GME".**
   a. Alessandra will be moving the PLA(s) to this folder
   b. ==**If your PLA needs edit's we will label the document as "Edits Needed". After edits have been completed resubmit under folder "Ready for GME to Review"**==
   c. **Please do not email PLA(s) to GME**
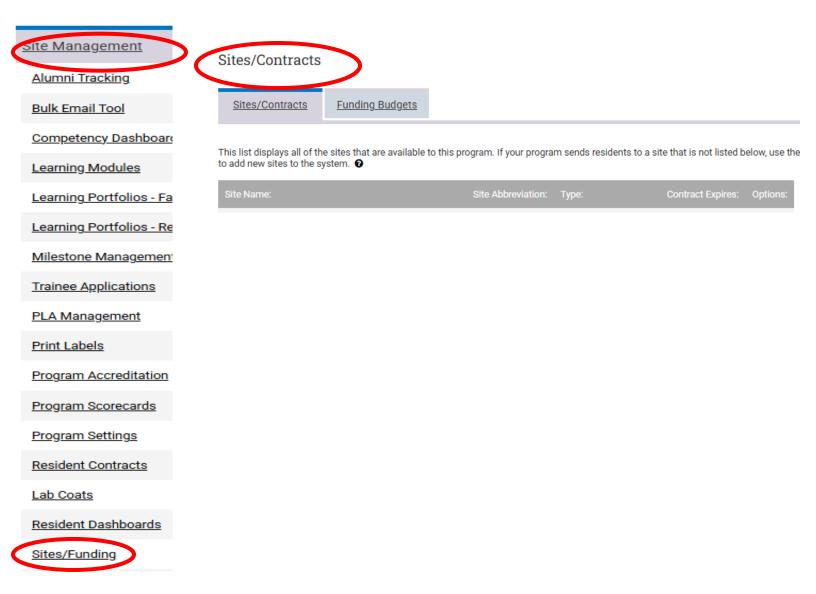

Review Completed by GME

3. If your PLA needs to be reviewed by legal, it will be found under the folder labelled as **"Under Legal Review". Once this has been approved by legal, you can find it back under "Review Completed by GME".**
    a. Alessandra will be moving the PLA(s) to this folder and sending to it to Legal separately.
    b. **Legal review takes up to an additional 4-6 weeks.**
    c. **Please do not email PLA(s) to GME**

4. Once your PLA is ready for Carrie and/or CFO signature, please upload to the folder labelled as **"Ready for Carrie & CFO Signatures"**
    a. **Please upload it as a PDF**
    b. **Program administrators will upload.**
    c. **GME will review between 1-2 days**
    d. **Please do not email PLA(s) to GME**

5. Fully executed PLAs will be automatically saved to MedHub. **We ask that program administrators go to their sites/funding to download a copy to share with affiliate sites.**
   a. **Fully executed PLA(s) will no longer be sent back by emails to the programs.**
   b. **Skip to step 6, if BI's signature is required first and affiliate's signature will be last.**

Site Management

Alumni Tracking

Bulk Email Tool

Competency Dashboard

Learning Modules

Learning Portfolios - Fa

Learning Portfolios - Re

Milestone Management

Trainee Applications

PLA Management

Print Labels

Program Accreditation

Program Scorecards

Program Settings

Resident Contracts

Lab Coats

Resident Dashboards

Sites/Funding

Sites/Contracts

| Sites/Contracts | Funding Budgets |

This list displays all of the sites that are available to this program. If your program sends residents to a site that is not listed below, use the to add new sites to the system. ❓

Site Name:		Site Abbreviation:	Type:	Contract Expires:	Options:

*For PLA(s) that request all of BI's signatures first they will still follow the same steps as (1-4).

6. However, a pending version containing all of BI's required signatures will be found under the folder labelled as **"Pending Affiliate Site Signatures"**
   a. Alessandra will be moving the PLA(s) to this folder
   b. **GME will review between 1-2 days**
   c. **Please do not email PLA(s) to GME**

📁 Pending Affiliate Site Signatures

7. After you have obtained the Affiliate Site's signatures, please upload to the folder labelled as **"Completed by Affiliate Site"**
   a. **Please upload it as a PDF**
   b. **Program administrators will upload.**
   c. **GME will review between 1-2 days**
   d. Alessandra will save an executed version to MedHub

📁 Completed by Affiliate Site