

Requesting a Compliment Increase – Temporary and Permanent

Process for requesting a **temporary compliment increase**:

The following must be submitted to the GME office by the Qualtrics document submission due dates (refer to gme.wustl.edu for timeline):

- Educational rational letter for the increase
- Funding letter (explaining who will be funding this additional position)

The GME office will review the letters. The PD or his/her designee will present this request at the GMEC meeting. The GMEC committee must vote to approve the increase before any information is submitted to the ACGME. The ACGME will review this request at the next RRC meeting.

Process for requesting a **permanent compliment increase**:

The following must be submitted to the GME office by the Qualtrics document submission due dates (refer to gme.wustl.edu for timeline):

- Educational rational letter for the increase
- Funding letter (explaining who will be funding this additional position)

The GME office will review the letters. The PD or his/her designee will present this request at the GMEC meeting. The GMEC committee must vote to approve the increase before any information is submitted to the ACGME. The ACGME will review this request at the next RRC meeting.