



Requesting a Complement Increase – Temporary and Permanent

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

The following must be submitted to the GME office via Qualtrics. The document submission due dates are listed on the GME website. (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 and GMEC Executive Committee will review the letters. 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 complement increase**:

The following must be submitted to the GME office via Qualtrics. The document submission due dates are listed on the GME website. (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 and GMEC Executive Committee will review the letters. 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.