SCC PDS
Surgical Critical Care
Program Directors Society

SURGICAL CRITICAL CARE PROGRAM DIRECTORS SOCIETY

Surgical critical care and Acute care surgery
Fellowship Application Service (SAFAS)

www.safas.smapply.io

RECOMMENDER INSTRUCTIONS

REQUEST for RECOMMENDATION:

1. SAFAS Applicants select 3 Recommenders on their Application.
2. Recommenders will receive 3 automated E-mails.
   a. Recommendation Instructions E-mail.
   b. 2 Recommendation Request E-mails.
3. Please complete both Tasks described below.

COMPLETION of TASK 1 (Separate Letter of Recommendation):

4. In Recommendation Request E-mail, click "Give recommendation".
5. Go to "Accept" request.
6. Task 1: Upload Separate Letter of Recommendation document.

COMPLETION of TASK 2 (Standardized Letter of Recommendation):

7. Go to "Recommendations" in top navigation bar or 2nd Request E-mail.
8. Go to "Accept" request.
9. Task 2: Complete Standardized Letter of Recommendation (SLOR) form.
10. Upon completion, each letter will upload into Applicant file.

VIEW APPLICATION DOCUMENTS:

11. Go to "Preview application" to view Applicant's file in-progress.
12. If you are both a Recommender and a Program Reviewer:
    a. The Applicant's Program Selection form is hidden.
    b. Please contact Applicant for a copy of Program Selection Form.

MULTIPLE REQUESTS:

13. More than one Applicant may select you as a Recommender.
14. Your Recommender Dashboard may list more than one Applicant.
15. Please complete both Tasks for each listed Applicant.

HELP and SUPPORT:

16. Resources, Links, and Contact information at the SAFAS Home page.
17. For SAFAS service support, contact SAFAS Administrator:
    SAFAS Administrator: webmaster@sccpds.org

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SURGICAL CRITICAL CARE INFORMATION CENTER: www.sccpds.org
SCC and ACS Fellowship Application Service (SAFAS): www.safas.smapply.io
SAFAS Administrator and SCCPDS Webmaster: webmaster@sccpds.org