



University of Georgia ResearchMatch.org Researcher Guide

Registering as a New User

To register or create a new account, go to the ResearchMatch website:

<https://www.researchmatch.org/researchers/>.

Watch first these short tutorial videos:

https://www.youtube.com/watch?v=l7ezqZonnU4&ab_channel=ResearchMatch

https://www.youtube.com/watch?v=0sd8NNUk3tI&ab_channel=ResearchMatch

- Click on “Register Now” and follow the prompts.
- You must use your UGA email address.
- Complete the registration process in one sitting or the entered information will not be saved.
- Upon registration, you will receive an email with your verification code to complete the registration process and have final access to Your (Researcher) Dashboard in ResearchMatch.
- Once completely registered, please take the tutorials/training modules that are under "Education" in the Researcher Dashboard. Attend also a Researcher Training:
<https://zoom.us/meeting/register/tJAodOGprjorGdGeprUYUWehYHJFcoTD0ATe>.

NOTE: If your study does not have IRB approval yet, you will only have "feasibility access" which will allow you to assess the availability of volunteers that match your study's eligibility criteria. An IRB-approved study can be added later at any time.

Obtaining IRB Approval to Use ResearchMatch.org

To include ResearchMatch as a recruitment tool in your new or previously approved IRB research study, follow the instructions below:

1. Complete the *ResearchMatch Researcher Request Form* (available from the [IRB Portal's Library](#), under the “General” tab).
 - a) **IMPORTANT:** Before you proceed with completing this form, please note the types of studies that meet the criteria to use ResearchMatch as a recruiting tool. Only clinical, biomedical, translational and socio-behavioral research studies with health-related outcomes or focus are eligible to use ResearchMatch. Please note that ResearchMatch Program Manager (at Vanderbilt University) reserves the right to deny or disable a study that does not fit this criterion. If you have questions about the eligibility of your study, you may contact info@researchmatch.org.
 - b) The Contact Message that appears in the *Researcher Request Form* must be approved by the IRB; this Contact Message is used ad verbatim when registering your study on the ResearchMatch website. Specifically, this Contact Message cannot contain any direct contact information of the PI/study personnel (phone number; email) or URLs (links to lab webpages). The message should be simple and easy for volunteers of all literacy levels to understand, and not exceed 2,000 characters. See form for details and examples.
2. Submit the completed form to UGA IRB for review and approval.

2.1. For a New Submission

a) Describe the use of ResearchMatch in *Recruitment Method* section/*Question 2* of the IRB Submission Form; you may use the following:

ResearchMatch.org will be utilized as a recruitment tool for this study.

ResearchMatch.org is a national electronic, web-based recruitment tool that was created through the Clinical & Translational Science Awards Consortium in 2009 and is maintained at Vanderbilt University as an IRB-approved data repository. UGA is part of the ResearchMatch network, so UGA researchers are allowed to use this registry with IRB approval.

How it works: Anyone residing in the United States can self-register as a potential research volunteer on ResearchMatch.com. Once registered, volunteers' coded information become part of a pool of data that researchers can search through when looking for people to contact about their studies. Potential volunteers will be contacted by ResearchMatch via an email (this will include the IRB-approved Contact Message for this study). Volunteers will then have the option of clicking "Yes" or "No" in the email. Volunteers who respond in the affirmative authorize ResearchMatch to release their contact information to the researcher. All volunteer information is kept confidential until the volunteer decides to release it. Those who join RM as a volunteer freely share their health or medication information with ResearchMatch; no data is pulled from a volunteer's electronic health record.

b) Attach in Question 4 the completed *ResearchMatch Researcher Request Form*.

2.2. For an Approved Study

Submit a Modification Request to add ResearchMatch as a new (or additional) recruitment method:

- a) Click *Create Version* button on the left side of your study record page.
- b) Select *Modification to Other Parts of the Study*.
- c) Describe that you are requesting IRB approval to include ResearchMatch.org to contact potential study volunteers (you may use the above description in red font).
- d) Attach the completed *ResearchMatch Researcher Request Form* and submit.

Registering a Study on ResearchMatch

IMPORTANT: Researchers need to have an IRB approved protocol and approved Contact Message for use on ResearchMatch before a study can be registered. By submitting a request to use ResearchMatch as a recruitment tool, the researcher is agreeing that additional information about the study may be shared with ResearchMatch staff at Vanderbilt University, if necessary.

1. After you have received IRB approval to use ResearchMatch, complete the ResearchMatch Recruitment Request on ResearchMatch.org. You will need to upload the approval letter into your request.

NOTE: Although the RM system accepts a co-PI, UGA policy requires that you enter only the contact information of the PI of the IRB-approved study.

2. Enter your study's criteria in the ResearchMatch Search Builder. You will also enter your IRB approved Contact Message (as described in your *ResearchMatch Researcher Request Form*) into the initial recruitment message to potential matches. After registration of basic contact information and details regarding this study, the request will be forwarded to UGA's ResearchMatch Institutional Liaison for approval. The Institutional Liaison will review the study information and evidence of IRB approval and will set the ResearchMatch expiration date to mirror that of the IRB's Expiration or Progress Report Due Date.
3. ResearchMatch will send your message to each potential match and individuals will have the option of replying *Yes* or *No* (or not respond to the notification). The response rate to your recruitment message will be displayed in aggregate figures/charts on your dashboard. Once a volunteer has authorized ResearchMatch to release their contact information to you, the volunteers' personal contact information will be available to you. You will be responsible for managing this contact information.

Citations in Publications

Should your study result in publication, you should reference ResearchMatch and the CTSA program as follows: *Recruitment for the study <<included/was done>> via ResearchMatch, a national health volunteer registry that was created by several academic institutions and supported by the U.S. National Institutes of Health as part of the Clinical and Translational Science Award (CTSA) program. ResearchMatch has a large population of volunteers who have consented to be contacted by researchers about health studies for which they may be eligible. Review and approval for this study and all procedures were obtained from <<enter name of institutional review board>>.*

Questions

If you have questions with this submission process, please contact the Institutional Liaison at bpooser@uga.edu. If you experience technical difficulties with the ResearchMatch.org website, contact info@researchmatch.org along with screen shots of the technical issue.