Welcome to ResearchMatch! We are delighted that you have chosen to use ResearchMatch as a recruitment tool for your study. Below you will find a few tips that will help make the registration and volunteer contact process smooth and successful.

Before you can recruit subjects using ResearchMatch:

1. **Contact your local ResearchMatch Institutional Liaison for site-specific instructions.** Contact information for your liaison can be found in the initial welcome email you received from ResearchMatch as well as on your ResearchMatch researcher dashboard.

2. **Obtain IRB approval to use RM as a recruitment tool.** You will need approval for each study using RM. You can request IRB template language from your liaison.

3. **Obtain IRB approval for the recruitment message you will email your research ‘matches’.** This message is limited to 2000 characters and cannot contain any study contact information such as name, phone, email, or links to web pages. Contact your liaison for sample messages.

4. **Register as a volunteer at www.ResearchMatch.org**
STEP 1: Register as a Researcher at [https://www.researchmatch.org/researchers/](https://www.researchmatch.org/researchers/)

Select your institution from the drop-down box on the right-hand side of the screen.

Review Site Specific Instructions – this document will give you information regarding feasibility and recruitment access to ResearchMatch for your institution, contact information for your Institutional Liaison – the Liaison will be your first point of contact for any questions, etc.
Review and Accept the Researcher Acknowledgement Form – This document is also site-specific and describes the guidelines that a researcher at your institution is expected to follow. After reviewing this document, type your name in the blank provided and click on ‘Accept’. Your Institutional Liaison or the National ResearchMatch Program Manager may revoke your ResearchMatch privileges if the guidelines in this document are not followed.
Complete the researcher registration process.

STEP 2: Select your preferred ResearchMatch access type.

NOTE: If you have not yet received IRB approval to use ResearchMatch as a recruitment tool and if your recruitment message is not yet IRB approved, you may only register for Feasibility Access at this time. Feasibility Access will allow you to view and search aggregate data within ResearchMatch but you will not be able to contact volunteers. Once you have appropriate IRB approvals, you will be able to register for recruitment access.

When registering for recruitment access, you will automatically have Feasibility Access while awaiting final approval from your PI and from your Institutional Liaison.
For recruitment access:

Select the best option that describes how your name is listed on the IRB approval letter. Even if you are not the PI, you may still register for recruitment access. ResearchMatch will email the PI requesting approval to grant recruitment access for the study. ResearchMatch recommends informing the PI so that he or she will be expecting the email from ResearchMatch.
Welcome / Researcher / Register Now

3 Choose your preferred ResearchMatch access type.

Here you may request either feasibility or recruitment access. Feasibility access allows you to view and search aggregate data within ResearchMatch that may be helpful for designing a future study. Recruitment access requires you to submit information regarding your IRB-approved study (or IRB-exempt study) that you plan to recruit for through ResearchMatch which will be routed for review to your institution’s ResearchMatch Liaison. Please note that requesting recruitment access automatically enables you to have feasibility access.

To review your specific institution’s instructions for ResearchMatch access, please click here.

Are you requesting feasibility or recruitment study access?

- Feasibility
- Recruitment

Please select the best option that describes how your name is listed on the IRB approval letter for this study:

- I am the Principal Investigator or a Co-Principal Investigator
- I am not the Principal Investigator or a Co-Principal Investigator (e.g. Sub Investigator, KGP, Other)

Please enter the contact information for this study’s Principal Investigator (PI) or one of the Co-Principal Investigators as it is listed on the IRB approval letter for this protocol. If you do not know this information, you may not be authorized to utilize ResearchMatch for this study.

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Enter study specific information

Welcome / Researcher / Register Now

4 Tell us about your study.
Please enter in information regarding the study that you wish to recruit for via ResearchMatch, including information regarding its IRB status and affiliation. This information will be routed for approval by your ResearchMatch Liaison upon completion or your study PI in the case you are entering information to recruit on their behalf. You will be notified via email on the outcome of your recruitment access request after it has been reviewed. Please note that you will have the opportunity to add additional studies or submit successful continuing review information via your researcher profile page.

Important!
You (and your PI, if you are a proxy) will receive an email from: Do-Not-Reply@researchmatch.org. Please make sure that your email/spam filters are set to allow this message. All ResearchMatch generated emails will come from this address.
Thank you for registering your study in ResearchMatch.org.

Your request has been routed to the Principal Investigator (PI) that you listed for this study. Your PI must authorize this access before it will be routed to your site’s institutional confirmation. You will be notified by email once your Liaison has reviewed your request.

Notification of future action: Please note that you will not have recruitment access until you click the accept link that will be available in the confirmation email should both your PI and your Liaison approve your request. As such, please do not disregard any future emails from ResearchMatch.

What can you do until your request is reviewed?

(1) View Researcher Dashboard tools: While you will be notified by email of action taken on your request, you may check the status of this request, add another IRB approval Liaison at any time by logging into ResearchMatch with the username and password you created upon registration.

(2) Search aggregate data: Until your Recruitment Access has been approved, you automatically have Feasibility Access and may view aggregate information regarding the ResearchMatch population.

(3) Expedite your experience to search & contact ResearchMatch volunteers: If you have not yet received IRB approval to contact potential volunteer matches through ResearchMatch, you may submit the recruitment language you wish to use to your IRB. More details regarding the process of contacting Volunteers are available by accessing the Search Volunteers link in your dashboard.

(4) Help build the ResearchMatch population: Help spread awareness by posting a flyer (available via your dashboard) or sharing the ResearchMatch.org link with individuals in your registry.

Thank you once again for your interest in ResearchMatch.org. We hope this will prove to be a useful recruitment tool for the purposes of your research.

Best wishes,
ResearchMatch.org

Forgot your username and password? Recover it here.
Sample Researcher Dashboard:

Your researcher dashboard provides an at-a-glance overview of the studies you have registered with ResearchMatch, contact information for your institutional liaisons and the starting point for finding volunteers.

If you have any questions, please contact your ResearchMatch Institutional Liaison.

Wishing you great success with your recruitment efforts,

The ResearchMatch Team