

# Researcher Frequently Asked Questions

## **What do I need to submit to my IRB if I wish to recruit volunteers through ResearchMatch?**

Please refer to your institution's site-specific instructions for institutional requirements to use ResearchMatch.

## **What do I have to do to use ResearchMatch as a recruitment tool?**

Only researchers at participating sites will be given access to register through the ResearchMatch system for either feasibility or recruitment access. To gain Recruitment Access, a study's Principal Investigator (PI) and/or authorized recruitment proxy must submit sufficient evidence of having an approved IRB study (or documentation of IRB exemption). Your request will be routed to your site's Institutional Liaison(s) who will review your request. Please view your Researcher Dashboard to view your site's Institutional Liaison(s) or to view the status of any pending requests that you may have submitted.

## **What is the overall objective of ResearchMatch.org?**

ResearchMatch aims to serve as an effective, useful and complementary recruitment tool that will help connect willing volunteers with researchers who are searching for appropriate volunteers to be placed in their research studies.

## **Will my ResearchMatch access expire?**

Yes, your access to recruit via ResearchMatch will last only as long as your IRB-study approval. The expiration date of your ResearchMatch access will mirror the expiration date of your study. You will be able to submit successful continuing review applications via ResearchMatch via your Researcher Dashboard by selecting "extend access". If an unintentional lapse in time occurs and you are not able to submit this information in time, your ResearchMatch data will not be lost. Rather, you will be unable to access it until you have submitted successful continuing review materials.

## **Does the Principal Investigator (PI) for the study have to register in order for the Study Coordinator to use this resource?**

No, the PI that is listed for a study does not need to register themselves in order for a non-PI user to recruit for a study via ResearchMatch. Nonetheless, this non-PI user (what ResearchMatch calls a "proxy researcher") must be authorized to conduct recruitment for the study. A scenario may help explain this more clearly: Let's say Jane Smith is the PI for study #12345, but John Doe is the study coordinator for study #12345. John Doe may register study #12345 and specify that he is not the PI. He will have to enter some of Jane Smith's basic contact information. Jane Smith will receive an email notification that John Doe is seeking to register study #12345 on ResearchMatch. Jane Smith can either approve or deny John Doe's access to do this. Once Jane Smith approves John Doe as a 'proxy researcher', then John Doe's request is forwarded to his site's Institutional Liaison who fully reviews the request. This request will not be approved without both the PI confirmation as well as the Liaison confirmation of the request.

**Can I recruit for more than one study through ResearchMatch?**

Yes, while you may only register for one study upon your initial registration, you may add as many studies as you are qualified to recruit for at your institution. Please refer to your Researcher Dashboard and select “add study” on the right-hand side of the table that lists your studies.

**What is the difference between recruitment access and feasibility access?**

Recruitment access allows you to search & contact volunteers and requires evidence of having IRB approval (or documentation of IRB exemption) as well as meeting the specifications that may be outlined in your site-specific instructions. Feasibility access allows you to view aggregate data regarding the ResearchMatch population.

**How do I actually get “matched” with Volunteers?**

After you have been granted recruitment access, you will be able to search for appropriate matches amongst the non-identifiable ResearchMatch Volunteer profiles in the system. You will enter your study’s criteria in the ResearchMatch Search Builder which will yield a list of these potential matches. You will send out IRB-approved content in your initial recruitment message to these potential matches through ResearchMatch. The secure ResearchMatch clearinghouse will route your message to each of these potential matches and they will have the option of replying yes, no, or no response. Your study’s home page will feature all those Volunteers who say yes and show aggregate figures/charts demonstrating the response rate to your initial recruitment message. Once the Volunteer has authorized ResearchMatch to release their contact information to you, you will be responsible for managing this contact information as called for by your IRB-study protocol.

**Once I have registered my study, is it posted for ResearchMatch volunteers to scan pro-actively?**

No. Currently, ResearchMatch Volunteers are not able to search studies that you may register as a researcher in ResearchMatch. Rather, when you register your study(ies) in ResearchMatch, it is solely for the purpose of your site’s Institutional Liaison(s) to review your recruitment access request & grant them access given that they have studies that have active, IRB approval (or IRB exemption). As a researcher with recruitment access, you then have the option of searching and contacting ResearchMatch Volunteers that might be a good match for their study. Any discussion of bidirectional searching will be part of the discussion for future development options for ResearchMatch.

**What does it cost to use ResearchMatch?**

ResearchMatch is a not-for-profit activity and is free for any participating site & their researchers.

**Who are the ResearchMatch Volunteers?**

ResearchMatch Volunteers are individuals who have self-registered or had someone else register on their behalf on the ResearchMatch Volunteer Registration page through this web-based recruitment registry: <https://www.researchmatch.org/> These individuals have registered their interest to be contacted about research studies that might be a good match for them, but have by no means consented to enroll in any study for which they release their contact information

through ResearchMatch. Currently, ResearchMatch volunteers must reside in the United States. All ages and backgrounds are welcome (e.g. there may be individuals who have cancer, a rare disease or could be considered healthy volunteers enrolled in ResearchMatch). A parent, legal guardian or caretaker may register someone under the age of 19 or an adult that may not be able to enter in their own information, but the parent, caretaker or guardian must register their own contact information.

**Can I help promote ResearchMatch as a registry to study volunteers?**

Yes! The more volunteers that are in the ResearchMatch registry, the more helpful this recruitment tool may be for your study or future studies. Please consider posting or making ResearchMatch fliers in your office. You may wish to contact your Institutional Liaison for promotional materials that you can use.

**How did ResearchMatch start?**

ResearchMatch is a registry that was created through collaborations between the Clinical & Translational Science Awards (CTSA) Consortium ([www.ctsaweb.org](http://www.ctsaweb.org)) and funded by the National Center for Research Resources – a component of the National Institute of Health. The registry is hosted at Vanderbilt University, but Institutional Liaison(s) exist at each participating site in order to provide local oversight of ResearchMatch usage. ResearchMatch launched its volunteer registration components in November 2009. You can find the NIH press release regarding this launch at: <http://www.nih.gov/news/health/nov2009/ncrr-10.htm>

**Who do I contact if I have questions?**

Each institution involved in ResearchMatch has at least one Institutional Liaison who is responsible for managing each institution's researcher requests and assisting researchers with their questions regarding using ResearchMatch at their site. You may contact your Institutional Liaison(s) by selecting their name from your Researcher Dashboard.

**Who do I contact if I am having technical difficulties with the site?**

We apologize in advance for any technical issues you may encounter when using this new resource. ResearchMatch appreciates the opportunity to resolve these issues thus please Contact Us should you have any questions or concerns: <https://www.researchmatch.org/contact/>. You may also submit your question(s) to ResearchMatch at [info@researchmatch.org](mailto:info@researchmatch.org).