



## University of Texas Medical Branch Galveston Site-Specific Instructions

To use the ResearchMatch as a recruitment tool, you must first register and open a researcher account for feasibility and/or recruitment search access.

While registration takes only a few minutes, you need to complete the process in one sitting or your information will not be saved.

As you start the registration process, you be asked to read and agree to the “ResearchMatch.org Researcher Acknowledgment Form (RAF)”. If you agree, the registration process will continue. You will provide your institutional contact information (e.g. use @utmb.edu email address) and create a ResearchMatch user name and password. When completed, you will be routed to your personalized researcher dashboard.

**Feasibility access.** You may request feasibility access without having an active IRB-approved protocol. Feasibility searches are preparatory to research and yield counts of volunteers in the registry matching your search criteria. You may request recruitment access later when you have a current IRB-approved enrolling protocol.

**Recruitment access.** In order to request access for recruitment searches, you must

- have a current IRB-approved research protocol that includes ResearchMatch use.
- be the Principal Investigator (PI) or proxy (i.e., study coordinator, investigator or other authorized study team member). If you are not the PI, you must provide the PI’s name, email and phone number.
- upload an electronic copy of your current IRB letter of approval (or exemption) citing your study’s active status, approval date, valid expiration date and use of ResearchMatch in study recruitment. If ResearchMatch is not acknowledged in the IRB approval letter, your institutional liaison must verify inclusion of ResearchMatch in your study’s IRB approval before recruitment access can be granted. More information about how to add ResearchMatch to your IRB application can be found on the UTMB ITS web pages.
- enter requested information about your study.

If you are the study PI requesting recruitment access, your request is automatically routed to your institutional liaison for approval. If you are a proxy, your request is first routed to your PI for confirmation and then routed to your institutional liaison for approval. If you are a proxy, please let your PI know about the need to promptly respond to the proxy confirmation email.

You will receive email notification of approval for recruitment access. *You must click on the self-validation link in the email to activate your recruitment access.*

(Should your request be denied, an email notification will include the reason(s) for denial.)

Once access is activated, you are ready to begin the recruitment search process.

**Key Points:**

- When you enter your approved study description (this is the message that the ResearchMatch system will incorporate into the email notice to potential volunteer matches), it is limited to 800 characters in length and you may NOT include your contact information (no names, emails or telephone numbers).
- Volunteers have the option of responding yes, no or not replying. The response rate to your recruitment message will be displayed in aggregate figures/charts on your dashboard. Volunteers who respond *yes* are interested and have agreed to be contacted, authorizing release of their contact information to you. Their personal contact information is made available in your researcher dashboard. You are responsible for managing/protecting this contact information.
- Volunteers who respond *yes* are eager to be contacted. It is important that volunteers who agree to be contacted are contacted. If you find you are not able to contact interested volunteers, please consult with your institutional liaison.
- If you no longer need or want to use ResearchMatch, then please withdraw your study.
- The key to measuring recruitment success is the enrollment continuum. It is very important that you update the continuum to track your *yes-responding* volunteers in the recruitment to enrollment process. To update you simply mark the correct location for the green check box for volunteers in relation to where they are in the process. For volunteers residing in the 'No Action' box, the system generates a daily 'action needed' email reminder to you and the institutional liaison. Moving volunteers from 'No Action' to the correct location stops these daily email reminders.
- The expiration date of your ResearchMatch recruitment access is the same as your study's IRB expiration date. You may submit continuing review approvals in ResearchMatch to continue use. For IRB exempt studies, the expiration date is set at 5 years. At that time you will be required to upload your exemption letter again.
- You may conduct recruitment searches for multiple studies at a time as long as each protocol has the necessary approvals.

If you experience technical difficulties with the ResearchMatch website, go to <https://www.researchmatch.org/contact> or email [info@researchmatch.org](mailto:info@researchmatch.org)

For more information about ResearchMatch and links to tutorials and other user information, such as adding ResearchMatch to new/previously IRB-approved studies or to a grant proposal, go to the UTMB ITS web pages.

To contact your institutional liaison for assistance, see your researcher dashboard and/or the ITS web pages for contact information.