



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**

[ALREADY REGISTERED? [LOGIN](#)] | ABOUT VOLUNTEERS NETWORK CONTACT

researchmatch

[main menu]

REGISTER NOW
RESEARCHER INTEREST FORM
VOLUNTEER FAQ
RESEARCHER FAQ
TELL A FRIEND

Interested in a specific medical condition?
 [SEARCH](#)

Please enter your city:

Please enter your state:

Research helps us all.

have you seen this?
17267 volunteers
862 researchers
293 active studies
64 institutions
[\[see more \]](#)

what is researchmatch?
It is a registry of volunteers willing to learn more about research studies. Research needs both volunteers and researchers. ResearchMatch helps bring these two groups together in a secure and convenient way. [more]

how do I get involved?
Signing up is free and anyone can join. Learn more about ResearchMatch and join the registry today!
[REGISTER NOW!](#)

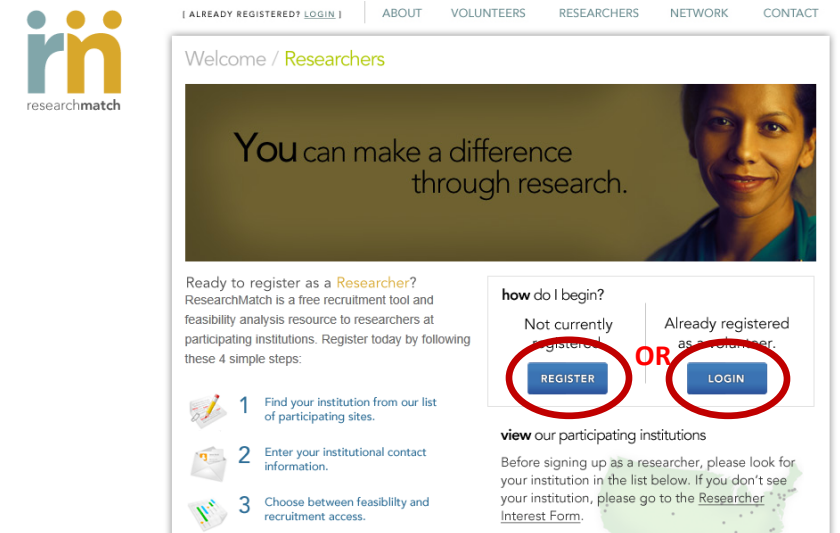
what's new?
[ResearchMatch on NPR Colorado!](#)
[ResearchMatch Partners with NetWellness](#)
want to see more? click [here](#).

CTSA Clinical & Translational Science Awards
The Clinical and Translational Science Awards (CTSA) is a registered trademark of DHHS.

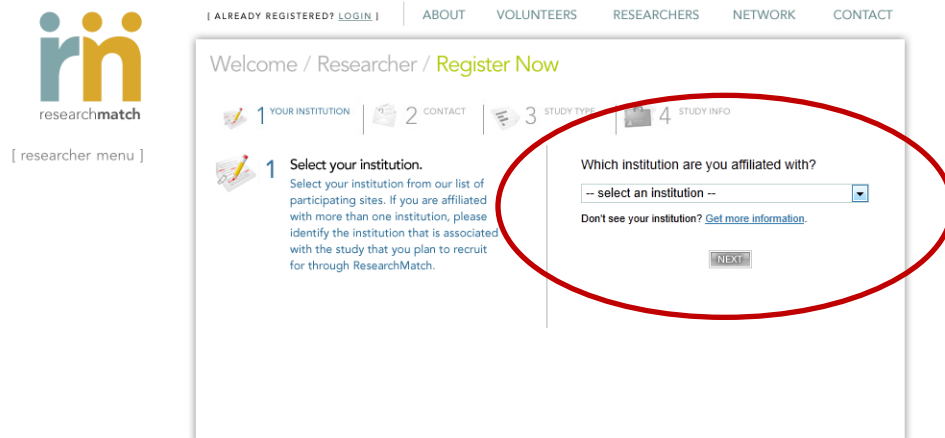
ResearchMatch is a Clinical and Translational Science Awards (CTSA) initiative funded by the [National Center for Research Resources](#), part of the [National Institutes of Health](#). Powered by UMLS through the National Library of Medicine ([see more](#))



STEP 1: Register as a Researcher at <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 Acknowledgment 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.

A screenshot of a web browser displaying the Researcher Acknowledgment Form. The browser window title is "RESEARCHER ACKNOWLEDGMENT FORM". The page content includes:

- Navigation links: [ALREADY REGISTERED? LOGIN] | ABOUT VOLUNTEERS RESEARCHERS NETWORK CONTACT
- Form title: **RESEARCHMATCH.ORG RESEARCHER ACKNOWLEDGMENT FORM**
- Text: "RAF. Version 1. Last Updated: 9/20/09"
- Section header: **DEMO UNIVERSITY**
- Text: "In order to utilize ResearchMatch, also known as the National Recruitment Registry Project, for the purposes of conducting a feasibility analysis or participant recruitment, I have read and acknowledged the following terms:"
- List of terms:
 - I understand that my first point of contact is the Institutional Liaison associated with my university/center for matters related to ResearchMatch.
 - In order to recruit potential research participants through ResearchMatch, I understand that I must have an **active, approved IRB study** throughout the entirety of my recruitment efforts and be either:
- Text: "By typing your full name here and clicking "Accept" you:" followed by an input field.
- List of actions:
 - Agree that your registration information is correct and accurate;
 - Are providing your electronic signature on this version of the Researcher Acknowledgment Form; and
 - Agree to abide by the terms presented in this Researcher Acknowledgment Form.
- Buttons: "DECLINE" and "ACCEPT"



Complete the researcher registration process.



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Welcome / Researcher / Register Now

1 YOUR INSTITUTION | 2 CONTACT | 3 STUDY TYPE | 4 STUDY INFO

2 Tell us who you are.
Please enter your institutional contact information. You will also create your unique login information that will allow you to access your researcher dashboard and review all information related to your study and involvement in ResearchMatch.

First Name **Last Name**

Title **Phone Number - Work**

Department

Email Address - Work **Email Address Confirm**
[institution email address only] [institution email address only]

To protect your ResearchMatch information, create a username and password that only you know.

Your Username

Password **Confirm Password**

Strength: None

Select two security questions from the options below and type an answer that you will easily remember and be able to provide in the case you forget your password.

Security Question #1

Security Response #1

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.



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Welcome / Researcher / [Register Now](#)

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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

[CANCEL](#)

[NEXT](#)

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.**



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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, KSP, 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.

PI First Name	PI Last Name	PI Phone
PI Email	PI Email (confirm)	

[CANCEL](#) [NEXT](#)



Enter study specific information

Welcome / Researcher / Register Now

1 YOUR INSTITUTION | 2 CONTACT | 3 STUDY TYPE | 4 STUDY INFO

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.

IRB # **IRB # (confirm)**

Study Title (as written on the IRB approval letter)

Study Type (what is this?):
-- select a study type --

Recruitment population of interest for this protocol? (what is this?)
-- select a category --

Can this protocol be categorized as rare disease research? (what is this?)
-- select a category --

[Optional] Please describe which IRB at your institution reviewed this study (what is this?)

Upload IRB Letter of Approval. ([Requirements](#))

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.



From: do-not-reply@researchmatch.org
To: Lebo, Laurie
Cc:
Subject: ResearchMatch: Thank you for registering as a researcher at Researchmatch.org

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 Review Board (IRB) for 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 IRB approve your request. As such, please do not disregard any future messages 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 approved 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 registry.

(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 www.researchmatch.org link with individuals in your research community.

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:

[NEED TO LEAVE? [LOGOUT NOW](#)] | [ABOUT](#) [VOLUNTEERS](#) [RESEARCHERS](#) [NETWORK](#) [CONTACT](#)

Welcome / Researchers / **Dashboard**

Welcome **Test!**

Thank you for your contributions to ResearchMatch as a Researcher at **XXXXX**

notifications

- [edit contact information](#)
- [would you like to change your password?](#)

Last Update to your Information was on: 09/09/2011

recent metrics

17272 total volunteers in registry
17272 added since your last visit

your liaisons

- [Terri Edwards](#) (615)322-7342
- [Laurie Lebo](#) (615)322-7344
- [Dianne Rosenbery](#) (615)322-7344

your studies [[add new study](#)]

IRB #	# of searches applied	# of volunteers contacted	Status ?	Expiration
TEST123	0	0	Pending PI Approval	N/A

search for volunteers!

Looking for volunteers that may be a good match for your study? Get started here.

[FIND VOLUNTEERS](#)

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