University of California San Francisco RM Instructions

Overview:

To use ResearchMatch as a recruitment tool, you must first register for access. You can register for either **Recruitment Access** or **Feasibility Access**. To gain **Recruitment Access**, you must include the use of this tool in the recruitment section of the IRB application and provide evidence that this method has been approved by the IRB.

If you wish to register for a ResearchMatch account today, but do not have IRB approval to use ResearchMatch as a recruitment tool for your study, please proceed with requesting **Feasibility Access** when you register. You may add an approved research study as a registered ResearchMatch researcher at any time.

NOTE – You must complete the registration process in one sitting; otherwise, your information will not be saved. To register for recruitment or feasibility access, go to the ResearchMatch website at https://www.researchmatch.org/researchers/, click on "Register," and follow the instructions.

Instructions:

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

1. Complete the ResearchMatch Approval Form
2. Submit the completed form to UCSF IRB for review and approval

For New (i.e. not yet approved) Studies

Include ResearchMatch in the "Recruitment and Consent" section of the Study Application Form:

   a) Under "Recruitment Methods" check the "Other" box and then add the following details:
   "ResearchMatch.org will be utilized as a recruitment tool for this protocol. 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. UCSF is part of the ResearchMatch network, so UCSF 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 becomes part of a pool of data that researchers can search through when looking for people to contact about their studies. The researchers then send a recruitment message (attached to this submission) to potentially eligible volunteers through ResearchMatch's secure web system. After receiving the recruitment email from ResearchMatch, the volunteer can click a button to release their contact information to the researcher if they want to learn more about the study. All volunteer information is kept confidential until the volunteer decides to release it."

   b) Under "Recruitment Plan," briefly describe how you will contact the volunteers who respond positively to the ResearchMatch recruitment email.
   c) Upload the completed ResearchMatch Approval Form and attach it to your IRB submission as an "Other Study Document" and submit.

For approved studies requiring a modification

Fill out a Modification Form to add ResearchMatch as a new recruitment method:

    a) Indicate that this is a "minor" modification (unless you are making other changes that increase the potential risks).

    b) Select "Other changes, such as changes to recruitment, procedures, risks, etc."

    c) Add the following description of the proposed changes:

        "I am requesting IRB approval to contact potential study volunteers through ResearchMatch.org. ResearchMatch.org is a national, electronic, web-based recruitment tool created through the Clinical & Translational Science Awards Consortium in 2009 and maintained at Vanderbilt University as an IRB-approved data repository. UCSF is part of the ResearchMatch network, allowing UCSF researchers to utilize this registry with IRB approval. ResearchMatch will send an announcement for this study to its registry participants who appear to be a good match for my study. The announcement is attached to this submission for your review."

    d) Revise the study application form to include information about ResearchMatch (as described above.)

    e) Upload the completed [ResearchMatch Approval Form](#) and attach it to your IRB submission as an "Other study document."

    f) Attach the revised study application to the modification form and submit.

3. ResearchMatch Recruitment Request

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

4. ResearchMatch Search Builder

    a. You will need to enter your study's criteria in the ResearchMatch Search Builder.

    b. You will also enter your IRB-approved **Contact Message** (indicated on your approved [ResearchMatch Approval Form](#)) into the initial recruitment message to potential matches.

5. How It Works

    a. ResearchMatch will send your message to each potential match, and individuals will have the option of replying yes, no, or not responding to the notification.

    b. The response rate to your recruitment message will be displayed in aggregate figures/charts on your dashboard.

    c. Once a volunteer has authorized ResearchMatch to release their contact information to you, the volunteer's personal contact information will be available to you.

    d. You will be responsible for managing this contact information.

6. IRB Expiration Dates

    a. Your access to recruit via ResearchMatch will last only as long as the IRB expiration date. The expiration date of your ResearchMatch access will mirror the expiration date you share for your study.

    b. You will be able to submit successful continuing review applications via ResearchMatch. If you are using ResearchMatch to recruit for an exempt study, the expiration date will be set for 5 years. At that time you will be required to upload your Letter of Exemption again.

If you require assistance with this submission process, please contact the Institutional Liaison at [PRP@ucsf.edu.](mailto:PRP@ucsf.edu) If you experience technical difficulties with the ResearchMatch.org website, go to https://www.researchmatch.org/contact/