

A Guide to Obtaining IRB Approval to Use ResearchMatch for Participant Recruitment

Any researcher may have a ResearchMatch Feasibility Account. “**Feasibility Access**” restricts users to aggregate information showing the approximate number of ResearchMatch Volunteers who meet the researchers search criteria. A researcher may create a ResearchMatch “Feasibility Account” by going to www.ResearchMatch.org and clicking on “Researchers” at the top of the page, and then follow the directions when clicking “Register Now.”

To obtain “**Recruitment Access**” which allows researchers to search and contact volunteers, an active IRB approved protocol or an exemption determination is required. The study protocol and IRB application or exemption must reference the use of ResearchMatch for participant recruitment.

1. To obtain IRB approval or exemption to use ResearchMatch for recruitment

- a. Complete the IRB application (initial review or amendment/changes) or an Application for Exemption as applicable. A new exemption must be requested to add ResearchMatch (RM) to a study for which an exemption was previously issued.
- b. Follow the submission instructions
- c. Attach the document entitled, “*Guidance and Message Template for IRB Submission for Use of ResearchMatch.org (RM)*” to your application. This document will contain the information needed by the IRB:
 - i. The description of ResearchMatch,
 - ii. A hyperlink so all can see the most recent IRB approval and university agreement for it,
 - iii. And, the RM message that the researcher will be using to contact RM volunteers.
- d. Include the use of ResearchMatch in your protocol as a recruitment strategy.
 - i. “I am requesting the use of ResearchMatch.org for participant recruitment on this protocol.”
- e. List all team members who will be authorized to recruit for the study using ResearchMatch as investigators or key personnel on the protocol study team.
- f. The Recruitment Message for ResearchMatch should contain the specific message for the protocol. It is best to seek advice from one of the [ResearchMatch Liaisons](#) for best practices of writing a ResearchMatch message. There are character limitations and other limitations to the ResearchMatch message. Rose.hallarn@osumc.edu or blair.gonsenhauser@osumc.edu

2. Once IRB approval obtained for use of ResearchMatch

- a. Once you receive IRB approval to use ResearchMatch for recruitment, contact your [ResearchMatch Liaisons](#) for next steps to set up your RM recruitment account
- b. You will be asked to scan the IRB approval letter and approved ResearchMatch message into one document and upload it into the recruitment account.
- c. Liaisons will set up an appointment to assist with your first search.



Publications supported by the OSU CCTS must **cite the CTSA Grant** number (UL1TR001070) and by law, be **submitted to PubMed Central**. For instructions, [review the NIH Public Access Policy](#) on the CCTS website.