ResearchMatch.org
General Description/Overview

Summary:
- This document is a general description/overview of ResearchMatch.org. This description is available for anyone. The IRB board members and staff may have particular interest.

Basic information regarding this tool:
- 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. There is no cost for researchers at participating institutions in the ResearchMatch Network to use ResearchMatch for the purposes of feasibility analysis or recruitment. The Vanderbilt IRB provides oversight for ResearchMatch as a recruitment tool and this has been documented within the ResearchMatch IRB Letter of Understanding and "Vanderbilt's IRB approval letter for RM" (both of these are also included in attached documents).

Registration:
- Term Definition: ResearchMatch Researcher
  - A researcher according to ResearchMatch may be a protocol's Principal Investigator (PI) and/or the PI's recruitment proxy (e.g., key study personnel or another appropriate individual authorized to recruit for studies in accordance to IRB of Record policy). Proxy researchers undergo PI approval prior to being routed to Institutional Liaison approval.

- This recruitment tool may be utilized once the researcher registers for recruitment access through ResearchMatch.org. After registration of basic contact information and details regarding this study, the request will be forwarded to this institution's ResearchMatch Institutional Liaison for approval. In the process of registering this study in ResearchMatch, the researcher will upload the most current IRB approval letter or exemption determination for this protocol. The approval letter or exemption determination shall list the use of ResearchMatch as one of the recruitment tools for the study.

- The ResearchMatch Institutional Liaison will review study information and evidence of IRB approval and will set the ResearchMatch expiration date to mirror that of the IRB approval – as is stated on the IRB approval letter specific to this study.

Search Capability:
- After being granted recruitment access, researchers will be able to search for appropriate matches amongst the non-identifiable ResearchMatch Volunteer profiles in the system. Researchers may enter study inclusion/exclusion criteria in the ResearchMatch Search Builder which will yield a list of potential matches to such criteria.

Contacting ResearchMatch Volunteers:
- Researchers will send out IRB-approved content in the initial recruitment message to these potential matches (ResearchMatch Volunteers) through ResearchMatch. This study's recruitment content will be inserted into the standard ResearchMatch electronic notification
that informs possible matched Volunteers that a researcher has identified them as a potential match for their study. The secure ResearchMatch clearinghouse will route this standard notification that includes this specific study content (i.e. similar to the content available on a flyer or poster) to each of these potential ResearchMatch Volunteer matches and they will have the option of replying yes, no, or not respond through a set of quick links available in this notification. **THIS MESSAGE WILL NOT INCLUDE THE STUDY’S DIRECT CONTACT INFORMATION (e.g. EMAIL, PHONE) AS RESEARCHMATCH WILL MEASURE THE RESPONSE RATE THROUGH THE CLEARINGHOUSE’S QUICK LINKS MADE AVAILABLE IN THIS ELECTRONIC MESSAGE.** These response rate metrics will be made available to researchers through their ResearchMatch dashboard as well as the Institutional Liaison dashboards. By responding yes, the Volunteer has authorized ResearchMatch to release their contact information to the researcher(s) responsible for that study. This information will be made available on the researcher’s ResearchMatch study dashboard. The researcher will be responsible for managing this contact information as called for by their IRB-approved study protocol.

Managing a Study:
- ResearchMatch will also be collecting aggregate data regarding the status of ResearchMatch volunteers within the study. ResearchMatch Volunteers consent to this within the ResearchMatch Volunteer Agreement. The ResearchMatch enrollment continuum will allow researchers to indicate where the Volunteer currently stands within the recruitment process and thus helps researchers monitor the utility and effectiveness of using this resource.

Access Expiration:
- A researcher’s access to recruit via ResearchMatch will last only as long as their IRB-study approval or determination. The expiration date of ResearchMatch access will mirror the expiration date of the IRB-approved study. Researchers will be able to submit current IRB-approval letters for the lifetime of the study and thus provide evidence of successful continuing review applications. If an unintentional lapse in time occurs and the researcher is not able to submit this continuing review evidence via ResearchMatch, their ResearchMatch data will not be deleted but they will not have access to searching the registry for recruitment purposes or contacting new volunteers until they have uploaded a current IRB-approval letter which is once again routed for Institutional Liaison review.

**Questions?** ResearchMatch Institutional Liaison for The Ohio State University  
Rose Kegler Hallarn  
OSU Center for Clinical and Translational Science  
Clinical Trials Recruitment Program Director  
Phone: 614-293-4198  
rose.hallarn@csumc.edu

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.
September 15, 2009

Dear Institutional Review Board,

This Letter of Understanding has been made available to you as your Board is associated with an institution that has signed the ResearchMatch Master Institutional Registry Agreement (MIRA) and therefore may eventually make available ResearchMatch as a complementary recruitment tool to its researchers.

The purpose of this Letter of Understanding is to promote awareness of ResearchMatch, also known as the National Recruitment Registry, to your Institutional Review Board (IRB) so that you are familiar with the project and its potential availability to your researchers. Furthermore, this letter communicates IRB responsibilities for this national initiative.

The Vanderbilt University’s IRB, in compliance with its Federalwide Assurance, FWA#00005756, has approved and will provide ongoing regulatory oversight for ResearchMatch. While each participating site may assist in communicating the availability of ResearchMatch.org in its local regions, the participating site will be considered not engaged in research for purposes of the registry.

The individual participating site’s designated IRB under its FWA shall be responsible for the approval of any research proposal under its jurisdiction that proposes the use of the registry as a recruitment tool in connection with an individual research study. An Institutional Liaison will be appointed to serve as the point of contact for the participating site and its designated IRB(s) and Vanderbilt University. This Institutional Liaison will serve as a gatekeeper to ensure that the integrity of researcher access is upheld and limited to only those researchers that have active studies approved by the researcher’s designated IRB.

In the case you have further questions; you may contact the ResearchMatch Program Coordinator at info@researchmatch.org or our office directly at (615) 322-2918. We are available for any regulatory assistance/questions regarding this unique national initiative.

Sincerely,

Denise A. Roe, MSM, RAC, CCRP, CIT
Director, Institutional Review Board
Vanderbilt University
RESEARCHMATCH
PRIVACY STATEMENT

Last Updated: 9/11/2009

This Privacy Statement explains how ResearchMatch aims to protect and respect your privacy. Please check this page on a regular basis for any updates to the Privacy Statement.

- **Web Security**
  - ResearchMatch is a secure, central database that stores information about individuals who may want to volunteer in research, now or in the future. All ResearchMatch data that is sent between the web server and browsers will be coded (encrypted) using Secure Sockets Layer (SSL) protection.

- **Collected Data**
  - ResearchMatch may look at some of the data items below so ResearchMatch can be improved for you and other users:
    - **Web Data**
      - ResearchMatch may collect nameless information that tracks how visitors use this website, the date and time of a visit, the pages accessed on the site, and the web address that led them to ResearchMatch.
    - **ResearchMatch Volunteer Data**
      - Any information that you may enter when filling out the web form to join ResearchMatch as a Volunteer will be used only for the ways stated in the Volunteer Agreement.
      - Any Volunteer Data that a Volunteer has authorized ResearchMatch to release to any researchers or studies is no longer in the control of ResearchMatch.
      - ResearchMatch hopes to learn how well this tool connects volunteers with research studies. Because of this, ResearchMatch may collect information from researchers about your status in studies that you are matched with through ResearchMatch. ResearchMatch will only use this information in a non-identifiable way.
    - Research studies may be done on the ResearchMatch registry. If this type of research is done, ResearchMatch Volunteers will not be able to be identified. ResearchMatch will try and post any known findings from studies that may involve ResearchMatch on the website.

- **Information Sharing**
  - Any information on your ResearchMatch Volunteer profile will be used only for the ways described in the Volunteer Agreement.
  - If you allow the release of your contact information to a specific researcher, ResearchMatch is no longer responsible for monitoring how your contact information is being used with that specific researcher.
Your profile information may also be reviewed in order to meet federal or state laws. Those who review this information may be staff from the United States Office for Human Research Protections and the Institutional Review Boards at participating institutions. These persons or groups may not be legally required to follow the rules listed here and in the Volunteer Agreement and may release your information. All reasonable efforts will be made to keep your personal information private and secure.

The information you enter may be kept and used in the future unless you choose to delete your profile from ResearchMatch. If you delete your profile, all of your identifiable information will be removed from the ResearchMatch registry.

ResearchMatch will not sell, lease or rent any of your information to others.

- **Oversight**
  - ResearchMatch as a recruitment tool is overseen by the Vanderbilt University Institutional Review Board. Any questions about this process may be sent to the ResearchMatch at info@researchmatch.org or by contacting ResearchMatch through the Contact Page.

Thank you for reading the ResearchMatch Privacy Statement.
October 3, 2016

Paul A. Harris, Ph.D.
Biomedical Engineering
A3101 MCN 37232

Loretta M Byrne, RN
Clinical Pharmacology
560 RRB 6602

RE: IRB# 090207 "National Recruitment Registry Project" (NIH CTSA Grant)

Dear Paul A. Harris, Ph.D.:

A sub-committee of the Institutional Review Board reviewed the Application for Continuing Review for the research study identified above. The sub-committee determined the study poses minimal risk to participants. This study meets 45 CFR 46.110 (F) category (9) for Expedited Review.

Documentation of informed consent is waived in accordance with 45 CFR 46.117 (c) (2).

Please note the requirement for annual VU IRB Human Subjects Training is not current or will soon expire for some key study personnel (KSP) associated with this study. It is the Principal Investigator’s responsibility to ensure that all KSP have met the annual training requirement (see IRB Procedure VI.B.1). Please log in to DISCOVR-E, select the KSP tab for the approved study and review the IRB training status to identify those who need to renew training. Those individuals may then access the CITI Basic and Refresher Courses at www.ctíprogram.org.

As the Principal Investigator, you are responsible for the accurate documentation, investigation and follow-up of all possible study-related adverse events and unanticipated problems involving risks to participants or others. The IRB Adverse Event reporting policy III.G is located on the IRB website at http://www.mc.vanderbilt.edu/irb/.

Please note that approval is for a 12-month period. Any changes to the research study must be presented to the IRB for approval prior to implementation.

DATE OF IRB APPROVAL: 10/3/2016 DATE OF IRB EXPIRATION: 10/2/2017

Sincerely,

Mary E. Keebler, M.D., Vice-Chair
Institutional Review Board
Health Sciences Committee #2