Guide to Obtaining Approval to Use ResearchMatch for Subject Recruitment

“Feasibility Access” restricts users to aggregate information showing the approximate number of ResearchMatch Volunteers who meet the researcher’s study criteria. To obtain, “Recruitment Access” which allows investigators 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 subject recruitment.

To obtain Recruitment Access, follow the directions listed below:

1. **Obtain IRB approval or exemption.**

   - 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 to a study for which an exemption was previously issued. IRB forms are posted at: [http://orrp.osu.edu/irb/forms/](http://orrp.osu.edu/irb/forms/)
   - Follow the submission instructions.
   - Attach the following documents to your IRB or exemption application:
     - “ResearchMatch.org General Description/Overview”
     - “ResearchMatch—Vanderbilt IRB Letter of Understanding”
     - “Vanderbilt’s IRB letter of approval for ResearchMatch”
     - Your specific “Recruitment Message for ResearchMatch” that will be sent to “matched volunteers.”
   - Include the use of ResearchMatch in your protocol as a recruitment strategy.
     - “I am requesting the use of ResearchMatch.org for subject recruitment on this protocol. See attached General Description of ResearchMatch.”
   - List all persons who will be authorized to recruit for the study using ResearchMatch as investigators or key personnel on the protocol study team.
   - The Recruitment Message for ResearchMatch should contain the study specific message for the protocol.

2. **Register for “Recruitment Access” through ResearchMatch.org.**

   After registration of basic contact information and details regarding this study, the request will be forwarded to the OSU ResearchMatch Institutional Liaison for approval.

   - Researcher uploads the most current IRB approval letter or exemption determination for this protocol and the IRB application or exemption application that includes the use of ResearchMatch for recruitment purposes.

     - **Researcher scans both documents into one file to upload them to the ResearchMatch website.**

3. **The OSU ResearchMatch Institutional Liaison reviews the study information, IRB approval or exemption and sets** the ResearchMatch expiration date to mirror that of the IRB approval. Access for studies with exemption determinations are set for 2 years.

4. **The researcher will be granted recruitment access.** The Researcher may enter study inclusion/exclusion criteria in the ResearchMatch Search Builder which will yield a list of potential matches to such criteria.