

ResearchMatch (RM) Enrollment Continuum Best Practices

Thank you for keeping the continuum updated

enrollment continuum

The eventual status of all volunteers should be reflected in 'final outcome' columns. Please be advised that moving a volunteer into the **Not Eligible**, **Not Used/Study Full**, or **Not Used/Other** will trigger an automatic email notification to the volunteer indicating that they are no longer in consideration for your study.

5 volunteers have agreed to be contacted.

		in process			final outcome				
		ACTION REQUIRED	CONTACT IN PROCESS	NOT ELIGIBLE	NO RESPONSE	VOLUNTEER DECLINED	NOT USED/STUDY FULL	NOT USED/OTHER	ENROLLED
<input checked="" type="checkbox"/>	contact info health info	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	contact info health info	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	contact info health info	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	contact info health info	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Names removed

- If checkmark is in the **RED** "ACTION REQUIRED" column, this indicates that a Volunteer has said "yes" to the study email invitation. Researcher must contact Volunteer within 24-48 hours and move checkmark to "CONTACT IN PROCESS" column.
- If checkmark is in the **YELLOW** "CONTACT IN PROCESS" column, this means that Researcher has contacted Volunteer to share more information about study/pre-screen. **Please Note: Checkmark will change to an exclamation point (!) if "CONTACT IN PROCESS" status remains longer than 2 weeks.**
- If checkmark is in the "NOT ELIGIBLE" column, **the system will automatically send an email to the Volunteer that he/she is not eligible.** Researcher should have contacted Volunteer and confirmed they are not eligible prior to moving the checkmark into this column. Many Volunteers do not update their health information regularly, and their profile may not reflect their most recent health status or medications. **It is a best practice to pre-screen interested Volunteers.**
- If checkmark is in the "NO RESPONSE" column, this should mean Researcher made at least 3 attempts to contact (via email or phone) with no response from the Volunteer.
- If checkmark is in the "VOLUNTEER DECLINED" column, this means the Researcher had contact with the Volunteer and the volunteer decided not to participate in the study.
- If checkmark is in the "NOT USED/STUDY FULL" column, **the system will automatically send an email to the Volunteer.** Researcher should contact Volunteer before putting checkmark in this column.
- If checkmark in "NOT USED/OTHER" column, **the system will automatically send an email to the Volunteer.** Researchers should contact Volunteer before putting checkmark in this column.
- If checkmark is in "ENROLLED"—Commence Celebration