

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 submit sufficient evidence of having RSRB or WIRB approval for each University of Rochester study. Although the RSRB has granted institutional use of this recruitment tool through RSRB #31166, each study needs a separate RSRB or WIRB approval indicating the use of this tool, outlined in the recruitment process section of the RSRB/WIRB application. To request a no cost consultation to review the message you would like to send to ResearchMatch volunteers, contact the University's ResearchMatch Institutional Liaison at ResearchHelp@urmc.rochester.edu.

ResearchMatch is intended for use by researchers for recruiting volunteers for IRB-approved research studies and cannot be used for the creation of an external research repository, including a database for future recruitment use.

To register for a ResearchMatch account without RSRB or WIRB approval to use ResearchMatch as a recruitment tool for your study, please proceed with requesting **Feasibility Access** when you register. An IRB-approved research study can be added at any time.

NOTE – you must complete the registration process in one sitting or 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. You must use your University email address.

NOTE: Although the RM system accepts Co-PIs, University of Rochester policy requires you to enter only the IRB-approved PI-of-Record's contact information. Therefore, when adding a study, if you are a Co-PI for that study, choose "I am not the PI or Co-PI," the system will then prompt completion of PI information.

To utilize ResearchMatch as a recruitment tool in your new or previously approved RSRB or WIRB research study, follow the instructions below:

1. Complete the "[ResearchMatch Approval Form](#)"
2. Submit the completed form to RSRB or WIRB for review and approval

For New or Amended **RSRB** Studies:

In the RSRB Online Submission System (ROSS) under section 66.1 – Subject Recruitment or Use of Subject Records/Specimens:

- a) Check off the "ResearchMatch" box.
- b) Upload the completed [ResearchMatch Approval Form](#)

For **New WIRB** studies:

When completing the WIRB submission form, in the Methods of Recruitment section, select "Other" and enter "ResearchMatch.org will be utilized as a recruitment tool for this protocol. ResearchMatch.org is a web-based recruitment tool that has been RSRB-approved as a data repository through RSRB #31166".

- A copy of the completed [ResearchMatch Approval Form](#) is required to be attached to the WIRB application.

For **Amended WIRB** studies:

Complete the “**Change in Research and Subject Recruitment Submission Form**” – Section III – Recruitment Materials.

- Question 15 – state in the “Comments” box “ResearchMatch.org will be utilized as a recruitment tool for this protocol. ResearchMatch.org is a web-based recruitment tool that has been RSRB-approved as a data repository through RSRB #31166”.
 - A copy of the completed [ResearchMatch Approval Form](#) is required to be attached to the amended WIRB application.
3. After you receive RSRB or WIRB approval to use ResearchMatch, upload the RSRB or WIRB notification of approval into your specific study’s information on your researcher ResearchMatch dashboard.

For RSRB studies: Upload the RSRB “Letter of Approval” or “Letter or Exemption”

For WIRB studies: Upload the WIRB “Certificate of Approval”

Requests for each study’s recruitment access will be routed to the PI of the study and then to the University’s Institutional Liaison for review. Once approved, you will receive instructions via email to follow a 2-step self-validation process to finalize your recruitment access.

4. Using the system’s, *Find Volunteers*, you will need to enter your study’s criteria in the ResearchMatch Search Builder. You will also enter your RSRB or WIRB approved **Contact Message** (indicated on your approved [ResearchMatch Approval Form](#)) into the initial recruitment message to potential matches. The Contact Message (**maximum character length is 2000**) must not include any contact information (study team names, emails or telephone numbers) or hyperlinks/URLs. ResearchMatch will send your message to selected potential matches and individuals will have the option of replying yes, no, or not responding to the notification. The response rate to your recruitment message will be displayed in aggregate figures/charts on your dashboard. Once a volunteer has authorized ResearchMatch to release their contact information to you, the volunteers personal contact information will be available to you. This will be indicated by receipt of an email indicating you have pending interested volunteers. As you contact each volunteer, you will be responsible for managing contact information. Please use the ResearchMatch study’s enrollment continuum to track progress of each interested volunteer.

Note – Your access to recruit via ResearchMatch will last only as long as your RSRB/WIRB-study approval. The expiration date of your ResearchMatch access will mirror the expiration date of your study. 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 ResearchHelp@urmc.rochester.edu

If you experience technical difficulties with the ResearchMatch.org website, go to <https://www.researchmatch.org/contact/>