

ResearchMatch

User Guide



Introduction

ResearchMatch (RM) is a CTSA collaborative effort and a national partnership to create a centralized, web-based recruitment registry that will connect individuals who are interested in participating in research with researchers nationwide. Baylor University (BU) has agreed to participate in this effort. Vanderbilt University houses and manages ResearchMatch. The Vanderbilt University IRB, in compliance with its Federalwide Assurance (FWA #0005756), has approved and will provide ongoing regulatory oversight for RM.

The purpose of this guide is to describe the process for BU Investigators who plan to use RM as a feasibility and/or recruitment tool. Additionally, it provides template language for IRB materials, recruitment materials, and publications.

Definitions

Feasibility analysis

An analysis that allows the Investigator to view the ResearchMatch registry in aggregate. The Investigator specifies search criteria, views the number of registrants meeting these criteria within ResearchMatch and basic demographic data regarding the population of interest. IRB approval is not required for a feasibility analysis.

Institutional Liaison

A Baylor University (BU) representative who serves as a gatekeeper, provides daily management of researcher access requests in RM, and ensures that the integrity of researcher access to ResearchMatch.org is upheld.

Recruitment access

Access granted to an Investigator after he/she has been verified as a BU researcher and has received IRB approval for the use of ResearchMatch as a recruitment tool.

Researcher

A researcher according to ResearchMatch is a Principal Investigator (PI) and/or the PI's recruitment proxy (e.g. key study personnel at BU authorized to recruit for studies). Proxy researchers undergo PI approval prior to being routed to Institutional Liaison approval.

Feasibility, Recruitment, & Contact Procedures

This page provides an overview of the ResearchMatch (RM) feasibility access, recruitment access, and contact process from both the Researcher & Volunteer experience.

Researcher Experience – Feasibility

1. Researcher registers for an account at <https://www.researchmatch.org/researchers/register> by selecting “Baylor University” and using their “baylor.edu” domain email address.
2. The Institutional Liaison checks the Researchers eligibility for a feasibility analysis.
3. Researcher will be notified that they have been approved and can conduct a feasibility analysis.

Researcher Experience – Recruitment

1. Researcher registers active, IRB approved protocol into RM system. (If not already registered, researcher registers for an account at <https://www.researchmatch.org/researchers/register> by selecting “Baylor University” and using their “baylor.edu” domain email address.)
2. Institutional Liaison reviews request and approves if the study is active, has current IRB approval, and is affiliated with BU in the RM network.
3. Researcher receives confirmation email that they have been authorized to recruit for study volunteers via RM.
4. Researcher must ‘accept’ this recruitment access confirmation (instructions provided within email message received by researcher once liaison confirms their request).
5. Researcher logs into RM with registered username and password.
6. Researcher selects “Search for Volunteers.”
7. To search with recruitment access privileges, the researcher must first associate (or link) any given search with an approved, registered protocol in the RM system. RM provides the researcher with their list of existing protocols in the RM system and they must select the one for which they are completing the search. If they select none, they must search with feasibility only access. Researcher proceeds through step-by-step RM Search Builder by entering in study criteria (i.e. vicinity from institution or by state, age, gender, BMI, height, weight, race).
8. Upon completing the Search, the researcher with recruitment access is able to view exactly how many volunteers meet their criteria along with their anonymous, itemized health profiles. Note: if the researcher only had feasibility access and thus did not link this search to a specific IRB approved protocol, they would only view aggregate information once reaching this point in the search that would show an approximate number of volunteers that meet this criteria. Itemized, anonymous health profiles are NOT provided for feasibility access.
9. Researcher with recruitment access is able select from the list of possible matches exactly which volunteers they wish to contact.
10. Researcher proceeds to “Contact Volunteers” page.

11. Researcher reviews directions to enter the IRB-approved recruitment language for this protocol. This may be the same information as is printed on a flyer or poster regarding the protocol – the researcher may simply cut and paste this language into the RM window.
12. The researcher must confirm that the language they are entering is IRB-approved recruitment language for the protocol AND excludes direct study contact information. Note: RM will ensure that institution name & city/state of study location is provided to volunteer. There is an option to enter a pre-screening REDCap survey. BU utilizes the Vanderbilt University REDCap system, which is available via a fee-for-service usage model. For more information regarding REDCap, [click here](#).
13. Researcher submits message. RM immediately routes message to the possible ‘matched’ volunteers’ email inboxes.
14. Researcher waits for volunteer response and is shown metrics regarding how many volunteers respond yes, no, or do not respond. This information is also available to the Institutional Liaison in aggregate.
15. After a volunteer has responded “Yes,” RM will display their contact information in the protocol’s Manage Study page, accessible by the researcher. The name of each “Yes” respondent is accessible here. Contact information may be extracted for the purposes of a mail merge.
16. Researchers are asked to update the “Enrollment Continuum” which allows for them to ‘track’ where the “Yes” respondents are within their study (e.g., did not contact, consent process, enrolled but did not complete, enrolled and completed). RM will be capturing these data in aggregate to monitor the effectiveness of RM in producing ‘matches’ between researchers and volunteers. Volunteers have consented to the collection of this information.

Volunteer Experience

1. Volunteer whose profile was identified as a potential match for a protocol, receives an email from do-not-reply@researchmatch.org notifying them that they may be a possible ‘match’ for a study.
2. Volunteers sees ResearchMatch logo and standard “header” language indicating that a researcher using RM believes that they may be a good fit for the protocol listed below.
3. Volunteer reads information regarding the study (note: this content is exactly what the researcher provides when entering in their IRB-approved recruitment language).
4. Below the protocol information, the volunteer will see a visible Green “Yes” button and a Red “No” button. These buttons are ‘quick links’ provided in the email message that allow RM to know of the volunteer’s response to the message.
5. The volunteer is given directions that should they wish to be directly contacted with the research team affiliated with the study, they may select “Yes.” Should they not be interested, they can select “No” or not respond.
6. By selecting “Yes,” the volunteer is routed to an RM confirmation page where they are reminded that a “Yes” response is authorizing RM to release their name, email, address, and phone number to the research team associated with the given

protocol and thus may be contacted by this study team directly through any of these mechanisms. By selecting “No,” the volunteer is routed to an RM page asking for them to share why, if they wish. Options will be provided.

7. “Yes” respondents wait to be contacted by research team. Please note that they will be reminded that even by responding “yes,” this does not guarantee that the research team will contact them.

Note : All ‘recruitment’ messages routed from ResearchMatch.org will be from do-not-reply@researchmatch.org and contain a standard header & footer. The header will be an image with the ResearchMatch logo. The footer will contain reference for removing themselves from the ResearchMatch registry and a general disclaimer.

Sample IRB Protocol Language

The following should be added to your IRB protocol to use ResearchMatch for recruitment:

“ResearchMatch.org will be used as one of the recruitment tools for this research study. Potential volunteers will be contacted through ResearchMatch via an email contact message containing IRB-approved recruitment language for this study (not including direct study contact information such as study phone number). Volunteers will then have the option of replying by clicking ‘yes’ or ‘no’ in the contact message. If a volunteer chooses to respond in the affirmative, they will authorize ResearchMatch to release their contact information to the PI (or ResearchMatch designee) who will be responsible for managing that information according to institutional guidelines.”

Sample Recruitment Messages

ResearchMatch provides standard notification language that will be received by all RM volunteers who may be a match for a given study. However, the researcher provides a specific message to be inserted into RM’s template and emailed to the de-identified volunteers you select. The message must be IRB approved, easy to understand and informative, less than 2,000 characters (including spaces), and cannot include emails, phone numbers, or URLs. RM can be used to recruit in English, Spanish, and Simplified Chinese. Any English-translated recruitment messages must be IRB-approved.

Sample RM message received by volunteers:

A research team with **BAYLOR UNIVERSITY in Waco, TX**, believes you might be good match for the following study:

<Researcher’s IRB approved study-specific recruitment announcement is inserted here>

If you are interested in this study and having the research team contact you directly,

please select the "Yes, I'm interested" link below. By clicking the "Yes, I'm interested" link, your contact information will be released to the research team. If you select the "No, thanks." link or do not respond to this study message, your contact information will not be released to the research team.

QUICK LINK OPTION: YES

QUICK LINK OPTION: NO

Thank you for your interest in ResearchMatch.

Sample Language for study-specific recruitment message:

Example #1

The XXXXX XXXXXXXXXXXXX Study

This study looks at how personal and family medical history, lifestyle, and genetics affect a person's risk for common diseases and response to prescription medications. Study participants will receive information about their personalized risk for many conditions including diabetes, obesity, rheumatoid arthritis, and many different cancers at no cost. Genetic counseling will also be available to participants of this study.

You may be eligible for this study if you:

- Are 18 or older.
- Have a diagnosis of high blood pressure (hypertension) or congestive heart failure.
- Have a valid, private email address.
- Are willing to provide a saliva sample for genetic testing.
- Are willing to complete online health questionnaires and periodic follow-up surveys.
- Are willing to attend a one-hour information/enrollment visit to learn more about the study and provide informed consent.

Compensation is provided upon study completion.

Example #2

You can help researchers learn more about stages of memory loss in Alzheimer's disease.

You may qualify if you are:

A man or a woman experiencing memory loss

Age 40-85

Have Alzheimer Disease in family history

What is involved if you take part in this study:

- An initial screening visit (about 2 hours)
- Monthly online memory tests
- Taking an FDA-approved study medication

Participants will be compensated for their time.

Sample Grant Language

Below is sample language to include in a grant proposal:

“ResearchMatch (www.researchmatch.org) is an electronic volunteer recruitment registry designed to allow individuals from anywhere in the country an opportunity to securely self-register and express an interest in being prospectively considered for participation in research studies. ResearchMatch provides a ‘disease-neutral’ meeting place through a national portal for willing volunteers to express their interest to become engaged with research. ResearchMatch ‘matches’ potential study volunteers with Researchers who register to utilize the system as a recruitment tool from participating institutions and their IRB-approved studies in a manner that promotes volunteer privacy and choice at all levels while assisting Researchers with their recruitment needs.

ResearchMatch.org will be utilized as a recruitment tool for this protocol.

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 as an IRB-approved data repository.”

Citing ResearchMatch in Manuscripts/Articles/Posters/Abstracts

Below are examples of acknowledgements/citations that can be used:

Acknowledgement Template #1

Recruitment for the study used ResearchMatch, a national health volunteer registry that was created by several academic institutions and supported by the U.S. National Institutes of Health as part of the Clinical Translational Science Award (CTSA) program.

ResearchMatch has a large population of volunteers who have consented to be contacted by Researchers about health studies for which they may be eligible. Review and approval for this study and all procedures was obtained from <<institutional review board>>.

Acknowledgement Template #2

For the <<study/survey>> participants were identified through ResearchMatch.org, an online national registry connecting Researchers with people who are willing to volunteer for studies. <<Optional: include how many volunteers invited via RM, how many enrolled, metrics of where volunteers live in relationship to study site, racial make-up of volunteers>>