

ResearchMatch  
Protocol Preparation and Submission Instructions

To ensure the IRB has the information it requires to review a protocol using ResearchMatch for recruitment, please include the following information within the HRP-503 protocol document attached to your initial IRB submission, or submit via a modification if you are adding the use of Research Match to an already IRB-approved study.

1. Please include UH's Research Match template language in the "Recruitment Methods" section of the protocol or, as an addendum to the protocol, uploaded to the Icon Smart Form:

*I am requesting the use of ResearchMatch.org as one of the recruitment tools for this protocol.*

*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 (they maintain the IRB approval for the Research Match database creation and recruitment). Individual requests to use ResearchMatch as a recruitment tool must be submitted to individual institutions' IRBs.*

*Registration:*

*This recruitment tool will 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 UH's ResearchMatch Institutional Liaisons (in the Research Integrity Office) for approval. In the process of registering this study in ResearchMatch, the researcher will upload the most current UH IRB approval letter or exemption letter for this protocol.*

*The ResearchMatch Institutional Liaisons will verify IRB approval and will set the ResearchMatch expiration date to mirror that of the UH IRB approval.*

*Search Capability:*

*After being granted recruitment access, researchers will search for appropriate matches amongst the non-identifiable ResearchMatch Volunteer profiles in the system. Researchers enter study inclusion/exclusion criteria in the ResearchMatch Search Builder, which will yield a list of potential matches to such criteria. The PI is allowed to search the system for potential subjects using these filters:*

- Age
- Race
- Ethnicity
- BMI
- Gender
- Height
- Weight
- tobacco user y/n
- twin or triplet y/n
- veteran y/n
- parent y/n
- health conditions (such as diabetes, etc.) and
- medications

*The search results show the number of potential subjects meeting the above criteria (note- no name, address, phone, or email is provided to the PI at this point)*

*Contacting ResearchMatch Volunteers:*

*The PI then selects from the list subjects who are of interest; the ResearchMatch system electronically sends an email directly to those subjects with the recruitment language approved by the UH IRB.*

*ResearchMatch will route this study's approved recruitment content to each of these potential ResearchMatch Volunteer matches. Each individual will have the option of replying yes or no, (or to not respond) through a set of quick links available in the notification. This message will not include the study team's direct contact information. By responding yes, the potential participant has authorized ResearchMatch to release their contact information to the researcher(s) responsible for this study (subject name, phone number, email address). This information will be made available on the researcher's ResearchMatch study dashboard. The research team is responsible for managing this contact information as part of the IRB-approved data management and confidentiality protection plan detailed later in this protocol.*

*Access Expiration:*

*A researcher's access to recruit via ResearchMatch will last only as long as the study's IRB approval. Researchers are required to submit current IRB-approval letters following each continuing review for the lifetime of the study. If an unintentional lapse in approval occurs and the researcher is not able to submit continuing review approval to ResearchMatch, their ResearchMatch data will not be deleted, but they will not have access to search the registry for recruitment purposes or contact new volunteers until they have uploaded a current IRB approval letter which is once again routed for Institutional Liaison review.*

2. Make sure to include in the protocol, or as an attachment to the ICON Smartform, your study-specific recruitment wording that will be used for the ResearchMatch system. 3. The UH IRB will review and approve your initial submission or protocol modification once all requested clarifications (if applicable) are addressed.
  
4. Once the IRB approval is uploaded and the UH liaison verifies the expiration date in the ResearchMatch system, you will be able to move forward with requesting recruitment access in the ResearchMatch site.