ResearchMatch Account Registration and Recruitment

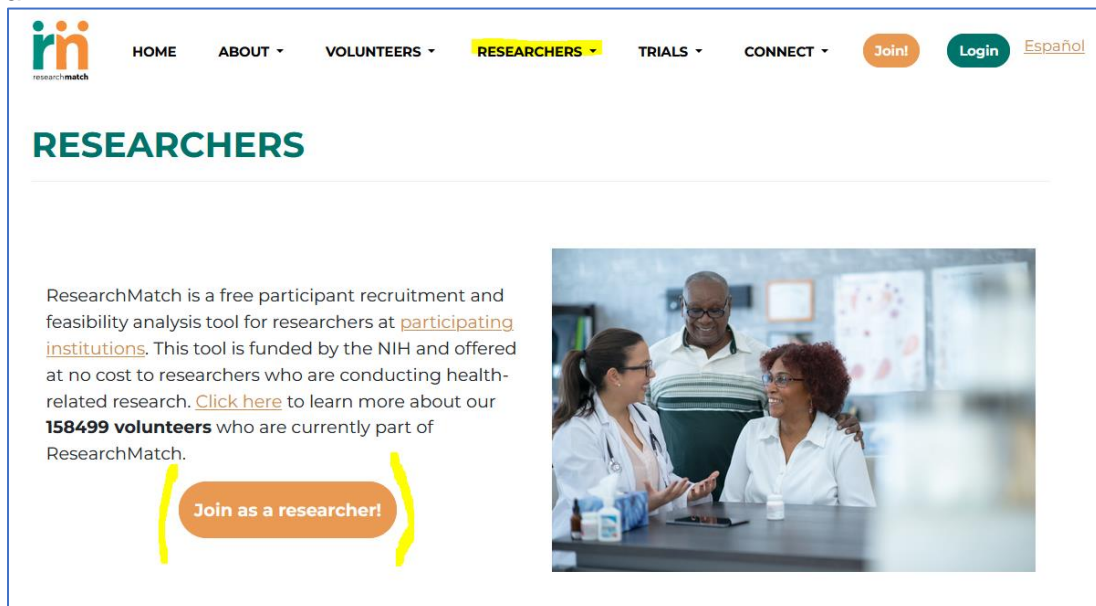**ResearchMatch**: Find volunteers to enroll in your studies.
UTA participates in ResearchMatch, an online recruitment platform that connects researchers with volunteers who are interested in learning about study opportunities. ResearchMatch registry's design is institution-neutral and disease-neutral, allowing anyone residing in the United States to self-register as a potential research participant. The registry is available at no cost to volunteers and to all participating institution researchers. The ResearchMatch system employs a 'matching' model - volunteers self-register and researchers search for volunteers for their studies. It's convenient, easy to use, and relieves the burden of searching for the right study from the volunteer. ResearchMatch promotes volunteer choice, as there is no obligation for volunteers to participate in studies. The system is safe and secure. All volunteer information, including contact information, is kept confidential until the volunteer decides to release it when showing interest in a study.

In order to create an account with ResearchMatch, researchers will need to submit an IRB protocol with ResearchMatch listed as one of their recruitment methods. In order for the IRB to approve this recruitment method, the following items will need to be described in the protocol application or attached to the submission in Mentis:

- The recruitment post that will be used. It should be noted that posts must be less than 2,000 characters and cannot contain any contact information for the study team.
- Procedures for protecting confidentiality of the data received from Research Match.
- Since no links to pre-screening measures, consent forms, or surveys can be used in the recruitment message, details about contacting subjects once they've shown interest in the study should be addressed in the protocol application.

Creating a Researcher Account –

1. Obtain IRB Approval to utilize ResearchMatch as a recruitment method for your study.
2. The Office of Regulatory Services (ORS) will generate the protocol approval letter and upload it to your protocol in Mentis. Save a copy of this approval letter so you can upload a copy to your ResearchMatch submission.
3. Visit: https://www.researchmatch.org/ and create a researcher account. You can access this by clicking the 'Researchers' drop-down from the homepage and clicking the "Join as a research!" button shown below –

Join ResearchMatch as a researcher 1

4. In order to register, you will need to select the University of Texas at Arlington as the institution you are affiliated with and provide your UTA email address.
5. You will need to verify your email by entering the Verification Code that was emailed to you.
6. Once your email has been verified, you will be required to review the UTA Site Instructions and the UTA Research Acknowledgement Form. Once both documents have been reviewed in entirety, you will need to type "ACCEPT" in the provided pop-up screen and click the 'Next' button to continue with the registration process.
7. On the final screen, you will be asked to provide contact information that includes your UTA Title, UTA Phone Number, and UTA Department. You will also be asked to create a username and password. Lastly, it will ask you to provide answers to two security questions.
8. Once you have completed the registration process, you will be asked to login using your new username and password. Following a successful login, you will be directed to the Researchers Dashboard!

Creating a New Study Record – (After IRB Approval for your study has been received)

1. On the Researchers Dashboard, you have the option to either 'join an existing study' or 'add new study'. To add a new study, click the 'add new study' button.

RESEARCHERS / DASHBOARD

Your email address has been verified.

Notifications

You have a pending email address verification. Please check your email to verify your email address.

Search for Volunteers

Perform a feasibility or recruitment search here!

Important information for survey researchers!
To ensure that your survey study only includes participants who meet your criteria, it is important to screen potential volunteers before sending them the survey link. While ResearchMatch takes multiple steps to verify volunteer accounts, it is ultimately your responsibility to ensure that registered individuals are suitable for your study. Please note that ResearchMatch cannot guarantee the accuracy or validity of all registered individuals.

Start Searching

Helpful Links

Volunteer Perspective
Pre-Screening Information
Manage Auto-Contacts
Manage Publications
Report a Volunteer

Your Studies   join existing study   add new study

Viewing Researchers Dashboard/Homepage 1

2. You will be asked to review the Researcher Acknowledgement Form once again before proceeding to the recruitment access request.
3. "Step 1 – Specify the IRB-approved study." You will need to select whether you are the PI or a study personnel.
4. "Step 2 – Tell us about your study". You will need to provide details about your IRB study. Please ensure that all details provided in this section are consistent with details in your approved protocol application. This will be checked by the UTA IRB staff during our review and approval of your study record.
5. Before continuing, you will be required to attach both a copy of your IRB Approval Letter and the IRB approved recruitment message that will be utilized in your study.
6. Once you have completed all requirements in Step 2, ResearchMatch will send an email to the PI to authorize access to the record. You will need to review that all details are accurate and are consistent with the approved protocol. If so, you will submit it for UTA IRB review and approval of the request.
7. IRB Staff will review your submitted request and if all details are consistent with your approved protocol, we will activate your "authorization for recruitment".
8. Once your authorization is activated, you may begin the recruitment process!
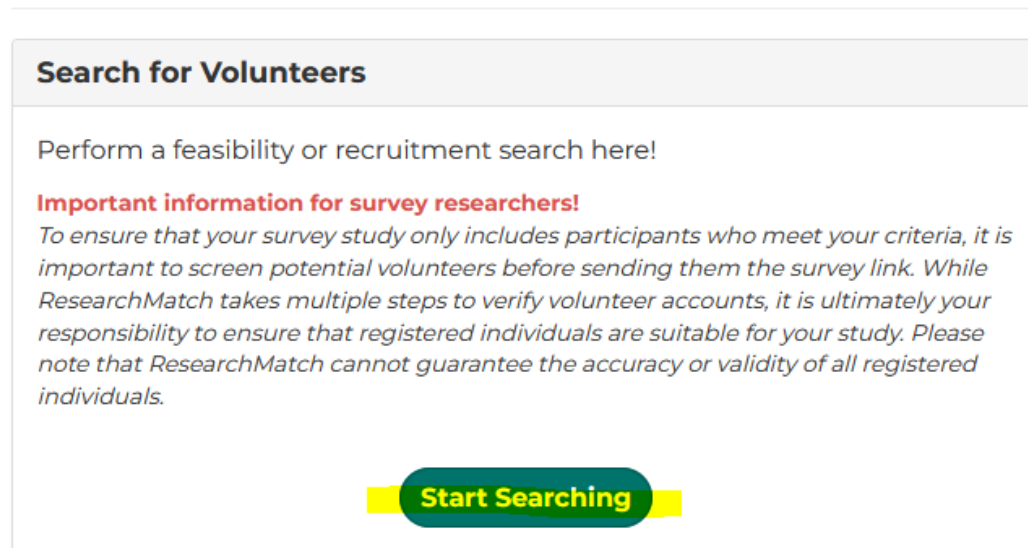
How to Search for Subjects in ResearchMatch –

ResearchMatch has a video on their YouTube page that walks you through this process. This video can be found here:
https://www.youtube.com/watch?v=HLpl94hSUsE&list=PL4D96BtLYdLrrmp6a9SQFf0HBgw7H12G7&index=5.

1. Click "Start Searching" on the Researchers homepage

RESEARCHERS / DASHBOARD

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Start Searching

View when searching for volunteers 1

2. Once you are on the 'Find Volunteers' page, you will need to answer a few questions to generate a search. The first question is about the type of study you are planning to recruit for. If you are planning to do a feasibility search or if you are planning to recruit subjects for your approved study. If you select "recruitment", a list of your approved study records will be shown and you will need to select the study you are planning to conduct the search for.
3. You will need to select the language your approved recruitment message is written in as well as whether the study focuses on children, parenting, or pregnancy.
4. Next you will move on to questions about the location. You can add filters based on the distance to/from your study site or you can set the location as broad as by filtering by state(s).
5. Next you can add filters for demographics. For instance, you can add a criteria for age, race, ethnicity, gender, BMI, and tobacco use just to name a few. These filters should be adjusted based on your eligibility criteria in your approved protocol.
6. Next you can add filters for health conditions you may want to include/exclude in your study. if you only want to recruit healthy volunteers who have reported no conditions, there is a checkbox for you to apply that filter. You are also welcome to use the provided search bar to specify the health conditions you would like to include.
7. Lastly, it allows you to apply filters for medications that subjects have reported taking if you need to exclude potential subjects who are currently taking a certain medication.
8. Once you have applied all filters, you can save the search so that you won't have to add all the filters should you need to conduct this search again. If you prefer to just move forward with the search without saving, you can just hit the "Select Volunteers" button.
9. Once you hit "Select Volunteers", it will bring up a list of de-identified volunteers that fit your eligibility criteria. You can select as many subjects as you would like by population the check-box on each line. If you would like to randomly select a certain number of subjects from the generated list, there is an option directly below the de-identified list of

potential subjects that asks you to enter the amount of subjects you would like to randomly select.

10. Once you have selected all the potential subjects you would like to contact, you will need to enter your IRB approved recruitment message. If your study has been approved with a REDCap Survey, you can also provide the URL for your survey that will be included in your recruitment message.

11. Before previewing your recruitment message, you will be asked if you would like to apply an auto-contact rule where it will contact any new volunteers who join the system that meet the filtering criteria set up for 30 days. It should be noted that this option is only applicable for studies that are using various methods and not just a survey study.

12. You will be required to certify that your recruitment message has been approved by the IRB and that no URLs or direct researcher contact information has been included in the message. Once you confirm this, you can preview your recruitment message before sending the message out to the subjects that met your eligibility criteria.

13. When clicking 'preview message', it will show you the message that will be sent to all of the eligible subjects that were generated in your search. Subjects will have an opportunity to read your recruitment message and indicate whether they are interested in being contacted for the study or they can decline to be contacted.

14. When subjects select "Yes, I'm Interested", they are agreeing to allow their contact information to be released to the research team. Once you have the interested subjects' contact information, you can continue with your recruitment procedures as approved in your IRB approved study.

QUESTIONS –

If you have any additional questions that were not answered in this guidance, please feel free to reach out to Regulatory Services at RegulatoryServices@uta.edu or by phone at 817-272-3723. We are happy to assist you with utilizing this great resource in your study! ResearchMatch is also a great resource when you have specific questions about navigating the platform. Their contact information can be found on this webpage: https://www.researchmatch.org/contact/.