ResearchMatch

Principal Investigator Process for Recruitment
(Specific IRB Approval is Needed for Recruitment Method and Language)

Step 1: Go to [http://www.researchmatch.org/researchers/](http://www.researchmatch.org/researchers/) and Register Yourself as a PI or Co-PI. Will receive email to confirm registration. No action necessary.

Step 2: Institutional Liaison Reviews and Approves Request if the Study is Active.

Step 3: Receive Email and “Accept” Confirmation. Researcher must click “accept” both within the email message and on the site to complete registration.

Step 4: Log into ResearchMatch with Registered Username and Password.

Step 5: Select “Find Volunteers”.

Step 6: Select “Recruitment” and Then the IRB# for the Correct Project.

Step 7: Use Search Builder to Enter Search Criteria (Inclusion/Exclusion).

Step 8: View Potential Volunteers. Potential volunteers will be listed along with their anonymous health profiles.

Step 9: Review and Select Potential Volunteers to Contact.
Continued...Principal Investigator Process for Recruitment

Step 10
Select “Contact Volunteers”

Step 11
Enter in IRB-Approved Recruitment Language
See example for template. Message cannot exceed 800 characters.

Step 12
Certify Language is IRB Approved and Excludes Contact Information

Step 13
Select “Preview Email Message”

Step 14
Preview Email to Volunteers

Step 15
If message is ready to send, select “Contact Volunteers” and ResearchMatch will send the email to selected volunteers. A copy of the message will be sent to your email.

If you need to edit the message, select “Close Preview.”

Step 16
In Left Sidebar, Select IRB# under “Manage Your Studies” to View Contact Information for Each “Yes” Responding Volunteer

Step 17
Update Enrollment Continuum to Track Volunteers’ Progress