ResearchMatch

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

Step 1
Go to https://www.researchmatch.org/researchers/ and Register Yourself as the Proxy
Will receive email to confirm registration. No action necessary.

Step 2
ResearchMatch Sends Email Confirmation to “PI”

Step 3
PI Must Validate Proxy/Study Registration
PI must accept within both the email message and on the website to complete registration.

Step 4
Institutional Liaison Reviews and Approves Request if the Study is Active

Step 5
Receive Email and “Accept” Confirmation
Researcher must accept within both the email message and on the website to complete registration.

Step 6
Log into ResearchMatch with Registered Username and Password

Step 7
Select “Find Volunteers”

Step 8
Select “Recruitment” and then the IRB# for the correct project
Continued...Proxy Process for Recruitment

Step 9: Use Search Builder to Enter Search Criteria (Inclusion/Exclusion)

Step 10: View Potential Volunteers
Potential volunteers will be listed along with their anonymous health profiles.

Step 11: Review and Select Potential Volunteers to Contact

Step 12: Select “Contact Selected Volunteers Now”

Step 13: Select “Prepare Contact Message”

Step 14: Enter in IRB-approved Recruitment Language
See template. Message cannot exceed 800 characters.

Step 15: Certify Language is IRB Approved and Excludes Contact Information

Step 16: Select “Preview Email Message”
Continued...Proxy Process for Recruitment

Step 17
Preview Email to Volunteers

Step 18
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 19
In Left Sidebar, Select IRB# under “Manage Your Studies” to View Contact Information for Each “Yes” Responding Volunteer

Step 20
Update Enrollment Continuum to Track Volunteers’ Progress