

IRB Application Template Language

Please note that the contact message that you send through ResearchMatch must exclude your direct study contact information (email & phone) and must not exceed 2000 characters. This content must also be approved by your institutional IRB.

Make sure to review your site-specific instructions for any institution-specific application requirements or contact your ResearchMatch Institutional Liaison for any questions related to your institution's IRB or Research policies.

General Description of Request:

I am requesting IRB approval to send the following study recruitment message to potential study volunteers through ResearchMatch.org. ResearchMatch asks me to confirm that this language has been IRB approved and that my direct study contact information has been removed (email/phone) before sending my study announcement through ResearchMatch to volunteers that appear to be a good match for my study.

Contact Message Content Description:

Below is the study-specific announcement that I wish to have inserted into the ResearchMatch notification regarding my study:

<INSERT YOUR MESSAGE HERE>

ResearchMatch provides standard notification language (in grey) that will be received by all ResearchMatch volunteers who may be a match for a given study. My specific message for which I am seeking approval will be inserted accordingly:

A research team with **X UNIVERSITY in CITY, STATE**, 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.

Additional Background Information:

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. There is no cost for researchers at participating institutions in the ResearchMatch Network to use ResearchMatch for the purposes of conducting recruitment feasibility analysis or participant recruitment. The Vanderbilt IRB provides oversight for ResearchMatch as a recruitment tool and this has been documented within the ResearchMatch IRB Letter of Understanding (available upon request). However, individual requests to use ResearchMatch as a recruitment tool are required to be approved by the participating institution's IRB.

Volunteer Contact Process:

Potential volunteers will be contacted using the IRB-approved content [see Figures 1-3]. Volunteers will then have the option of replying yes or no through a set of quick links available in the notification. If a volunteer chooses to respond in the affirmative they will authorize ResearchMatch to release their contact information to me and I will be responsible for managing that information according to institutional guidelines.

Figure 1. Contact Volunteers Page (researcher view).

Welcome / Researchers / Search Volunteers

The Search Builder will allow you to use multiple filtering criteria to select a cohort of ResearchMatch volunteers suitable for your study. If conducting a recruitment search, Steps #7-9 will require language approved by your local IRB for use in ResearchMatch to contact participants (see [details](#)). (see [sample message](#)).

1 STUDY TYPE | 2 LOCATION | 3 DEMOGRAPHICS | 4 CONDITIONS | 5 MEDICATIONS | 6 FINISH SEARCH

You'll be contacting **5440** volunteers by email for your study.

7 Prepare to Contact Volunteers.

Now that you have completed your search, it is time to send these ResearchMatch Volunteers an announcement regarding your study. Start by viewing the standard message that volunteers will receive from ResearchMatch by email - see how your recruitment language will be situated in this email and how the volunteers will be able to respond. [[view sample message](#)]

8 Enter your message.

Message Body

Rich text editor toolbar with options for Bold, Italic, Underline, ABC, Styles, Paragraph, Font Family, Font size, and various icons for text formatting and insertion.

Path: p

9 Certify and Preview.

☐ I certify that I am entering IRB approved recruitment language for this protocol.

☐ I certify that I have excluded direct study contact information (email & phone number) within this announcement. [Why?](#)

[PREVIEW EMAIL MESSAGE](#)

Figure 2. Researcher previews their recruitment message in ResearchMatch format.

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email preview

This window contains the contents of the email that you will be sending out to your selected volunteers. Please proofread and confirm the information you are sending is valid and correct. If you need to make changes, simply click on 'close preview'. If you want to submit this email message, click on 'contact volunteers'.

A research team with Demo University in Canton, OH, believes you might be good match for the following study:

[message to volunteer goes 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.

[Yes, I'm interested!](#) [No, thanks.](#)

[CLOSE PREVIEW](#)

Figure 3. Sample message that ResearchMatch Volunteer receives in email inbox.

