Greetings MUSC Researcher, and welcome to ResearchMatch!

Before getting started, make sure you are ready to register as a ResearchMatch researcher at the Medical University of South Carolina. You will need to complete the entire registration process in one sitting. While registration only takes a few minutes, it will be expedited if you are ready to answer the following 2 questions:

**Question 1: Are you employed or affiliated with the Medical University of South Carolina?**

- If yes, please go to question 2, and use your MUSC email address (e.g., janedoe@musc.edu) during the registration process. If you do not have a MUSC email address, we will request more detailed documentation regarding your affiliation with MUSC.
- If no, you may not register with ResearchMatch as it is available only to sites that have signed a user agreement. Please contact the SUCCESS Center (success@musc.edu) with any questions.

**Question 2: Do you want to use ResearchMatch for feasibility purposes or for actual recruitment?**

- **Feasibility** access will allow you to scan the registry and view aggregate data regarding the registry population. You will be able to enter specific search criteria to see if ResearchMatch would be a useful tool for your study. If this is your preference, please register for ResearchMatch feasibility access on Step 2 of the registration process, and you will be able to begin using ResearchMatch at the completion of your registration. This type of access does not require IRB approval.
- **Recruitment** access will allow you to search the registry and contact ResearchMatch volunteers that appear to be a good match for your study. As such, this type of access requires that you submit additional information to show that you have an active research study that has been approved by the MUSC Institutional Review Board (IRB) or an IRB exempt study. If this is your preference, please register for recruitment access during the registration process. In addition, you must:
Be the Principal Investigator (PI) or an individual who is authorized to recruit for this IRB-approved study on behalf of the study PI affiliated with MUSC.

- If you are not the PI, you must provide the PI’s contact name, email, and phone number during the registration process.
- An e-mailed confirmation of your registration will be sent to the PI to approve the request.

Attach electronic copies of your study’s current IRB approval (must include a valid IRB expiration date), an approved copy of the recruitment message that will go to subjects and the IRB approval to use ResearchMatch (scanned as one combined document). **ALL THREE OF THESE ELEMENTS ARE REQUIRED TO RECEIVE RECRUITMENT ACCESS.** This information is required for all types of research studies, including exempt.

- If you are adding ResearchMatch as a new recruitment method for an existing protocol, submit an amendment to the IRB (http://research.musc.edu/ori/irb/forms.html), requesting the use of ResearchMatch as a recruitment tool including the exact message that you plan to send to possible volunteers identified through ResearchMatch.

One of MUSC’s Institutional Liaisons will confirm registration/PI confirmations (for study team members) or request additional information/revisions within 24 hours.

**Remember:**

- You must complete the registration process in one sitting or your information will not be saved.
- You must use your MUSC email address or your access will not be approved without further clarification.
- If you do not have the IRB approval documentation required to register for recruitment access at this time, proceed with researcher registration and request **feasibility access.** When you receive IRB approval for your study, you may log in to ResearchMatch and request recruitment access **(requires submission of study’s IRB approval, IRB approval to use**
ResearchMatch and the approved recruitment message).

- In order to maintain recruitment access for a study, you will be prompted to update the IRB approval documentation when the current approval expires.

Thank you for choosing ResearchMatch as a recruitment tool; we hope it meets your needs.

Please contact the SUCCESS center at success@musc.edu or 843-792-8300 with any questions.
**Instructions:** Use the language below to obtain IRB approval to add ResearchMatch as an anticipated recruitment tool for your study. The IRB approved recruitment language going directly to potential research volunteers through ResearchMatch must exclude your direct study contact information (email/phone).

*Note: you must compose your own layman terms contact message for IRB approval*

This project requests the use of ResearchMatch.org, a web-based recruitment tool, to assist with enrollment for this study. An e-mail message that, per ResearchMatch’s request, excludes researchers direct contact information will be sent to potential study volunteers through this tool.

ResearchMatch’s standard notification language that will be received by all ResearchMatch volunteers who may be a match for a given study is underlined below and includes the following:

A research team with X UNIVERSITY in CITY, STATE, believes you might be good match for the following study:

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<<researcher’s IRB approved study-specific recruitment announcement is inserted here>>
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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.

Message for approval: below is the study-specific announcement this study will insert into the ResearchMatch notification:

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<<INSERT YOUR MESSAGE HERE>>
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