Instructions for Requests to Use ResearchMatch as a Recruitment Tool

MSU IRB approval to use ResearchMatch as a recruitment tool must be obtained before its use in a human research project and must be maintained throughout its use with limited exceptions provided below. To facilitate the review of requests to use ResearchMatch, please follow the instructions below.

New or Approved MSU IRB Applications

1. Request approval to use ResearchMatch
   • Initial IRB Application (Expedited or Full Board)
     o Question 20(h)(1): As part of the answer, indicate that ResearchMatch will be used for recruitment (e.g. “ResearchMatch will be used for recruitment.”)
     o Question 20(h)(2)(a): Answer “yes” to 20(h)(2) and for 20(h)(2)(a), indicate that a ResearchMatch message will be used (e.g. “Research Match message will be sent to ResearchMatch volunteers who may be a match for a given study. The recruitment message is attached for review.”)
   • Revision IRB Application (Expedited or Full Board)
     o Question 1: Select “Advertisement/Recruitment”
     o Question 2: As part of the answer, indicate that ResearchMatch will be used (e.g. “ResearchMatch will be used for recruitment. Research Match message will be sent to ResearchMatch volunteers who may be a match for a given study. The recruitment message is attached for review.”)

2. Submit the recruitment text as an attachment when the Initial or Revision IRB Application is submitted
   • Use the MSU IRB “Template ResearchMatch Message” to develop the recruitment text
   • Submit the ResearchMatch Message with the Initial IRB Application (Expedited or Full Board) or the Revision IRB Application (Expedited/Full Board)
   • Submit to irbdocs@ora.msu.edu (be sure to include the “i” or “r” number)

Exceptions

1. Exempt Research
   • New Initial IRB Application (Exempt)
     o Investigators should describe the use of ResearchMatch in the Initial IRB Application (Exempt) Question 9(e)(1) if he or she intends to use ResearchMatch;
     o Submission of the recruitment text is not required
   • Adding ResearchMatch after Exempt Determination (i.e. ongoing Exempt research, adding after an initial exempt determination)
     o Use of ResearchMatch must be submitted to the MSU IRB if its use may cause the exempt status to change, i.e., the research to change from exempt to expedited or full review status, change the category of exemption
     o Check with the MSU IRB if you are uncertain if use of ResearchMatch may alter the exempt determination
     o The MSU IRB “Template Research Match Message” should be utilized

2. Reliance Upon Another IRB as the IRB of Record
   • Investigators must obtain review and approval for use of ResearchMatch and the associated recruitment material through the IRB of Record
   • The MSU IRB “Template Research Match Message” should be utilized

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