



# ResearchMatch 101: Researchers

## 1. Prepare:

1. Have IRB approval to use ResearchMatch
2. Have an IRB approved contact message\* (not the same as an email). \*Your RM contact message cannot contain study team contact information, or survey links and it must be less than 2,000 characters.
  - Template language for IRB application [Here](#)
  - Optional: Your REDCap prescreening (eligibility) survey if desired.
  - If you can recruit Spanish speakers, you will need an IRB approved contact message in Spanish.
3. **Set up your researcher account** [Here](#)
4. **Training slides are available for further assistance** [Here](#)

## 2. Add your Study:

1. Log in and follow the prompts on your dashboard (upload the IRB approval letter with an expiration date)
2. Your submission will be routed to your liaison and the PI for approval.
3. Respond to the email from ResearchMatch to accept access to the database of volunteers

## 3. Use the filters to search and send:

**#1 The Geographic Filter** – use this filter to home in on a geographic location

**#2 The Demographic Filter**- Start with the basics by choosing the *age*, *gender*, and *race* of your participants. Need obese participants? Use the *BMI* filter. Are smokers an exclusion? Choose ‘no’ under *smoking status*.

**Tip:** *If your study is only recruiting women, do not send the message to men – Volunteers get fatigued and withdraw from RM when they are contacted about studies when they do not meet the basic criteria. Losing volunteers is a loss for everyone!*

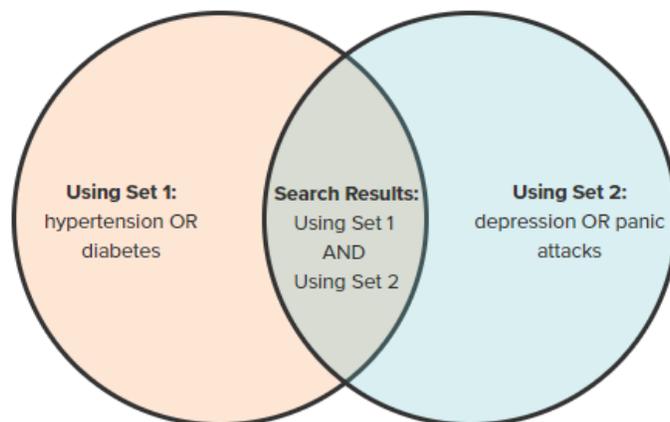
**#3 The Health Condition and Medication Filters**-Like Google, ResearchMatch needs you to use the logic model operators ‘OR’, ‘AND’, and “Exclude”.

Click on **Set 1**, **Set 2**, and **EXCLUDE**, and let these powerful friends do the work for you!

**Set 1 uses OR** (‘show me people with high blood pressure OR diabetes’)

**Set 2 uses AND** (‘show me people with high blood pressure AND diabetes’)

**Exclude** is your power helper (‘exclude people from this group that report having cancer’)



Questions concerning the portal functionality Email - [info@researchmatch.org](mailto:info@researchmatch.org).

Questions for study approval process, contact the Northwestern liaison [tina.ward@northwestern.edu](mailto:tina.ward@northwestern.edu)