RAF. Version 4. Last Updated: 3-4-2020

**Michigan STate University**

**RESEARCHMATCH.ORG RESEARCHER ACKNOWLEDGMENT FORM**

In order to utilize ResearchMatch, also known as the National Recruitment Registry Project, for the purposes of conducting a feasibility analysis or participant recruitment, I have read and acknowledged the following terms:

* I understand that my first point of contact with the National Recruitment Registry Project is the Institutional Liaison associated with my university/center for matters related to ResearchMatch.
* In order to recruit potential research participants through ResearchMatch, I understand that I must have an **active, approved IRB study** or documentation that the research study is exempt throughout the entirety of my recruitment efforts and be either:
  + 1) The Principal Investigator (PI) associated with the identified study; or
  + 2) A recruitment proxy that has been authorized by the PI for recruiting patients
* I understand that the applicable rules, regulations, policies and procedures imposed by the IRB of record will be applicable throughout the entire recruitment process.
* I agree that any communications with volunteers via ResearchMatch will utilize content and/or recruitment language, with the removal of direct study contact information, which has been approved by the IRB of record for expedited, full board, and exempt studies.
* I understand that no volunteer contacted through ResearchMatch is obligated to respond to my initial recruitment messages sent through ResearchMatch or participate in any study.
* I agree to treat volunteer’s personally-identifiable data obtained from ResearchMatch as confidential information to be used solely for the purposes of recruitment of volunteers into my IRB-approved study (or study determined exempt) for which the volunteer has authorized release of their contact information.
* I agree to immediately report any misuse of username & password to access ResearchMatch immediately to my Institutional Liaison and to the IRB of record.
* I understand that my privileges for utilizing ResearchMatch may be suspended at any time by my Institutional Liaison or the IRB due to suspected misconduct or failure to abide by terms regarding confidentiality and security of Volunteer Data from ResearchMatch as outlined in this Researcher Acknowledgment Form, and in the Master Institutional Registry Agreement signed by my institution.
  + I may appeal the deactivation of my account in writing within thirty (30) days to my Institutional Liaison.

Institutional Requirements:

IRB:

* Expedited or Full Board Research:
  + Obtain IRB approval for use of ResearchMatch as recruitment tool through IRB initial application (new studies) or IRB modification (approved studies).
  + Obtain IRB approval for ResearchMatch recruitment language by submitting form HRP-536.
  + Obtain IRB approval for REDCap surveys and link if used with ResearchMatch.
* Exempt Research:
  + New studies: Indicate use of ResearchMatch on IRB initial application and submit Research recruitment language using form HRP-536.
  + Ongoing Studies (or to add ResearchMatch): Submit ResearchMatch recruitment message using form HRP-536 to the IRB study through the Comment mechanism.

ResearchMatch Institutional Liaison Requirements:

* Provide one document containing the IRB approval or exemption letter and ResearchMatch recruitment message form HRP-536 for each expedited, full board, or exempt study to utilize ResearchMatch.
* Provide applicable IRB renewal letters and IRB amendment letters if pertaining to recruitment for expedited or full board studies including exempt studies with a change of review status.
* Inform if changes in recruitment duration occur, or if recruitment has ended for a study.