Steps to Add a Study to ResearchMatch

Preparing to use ResearchMatch

1. Have IRB approval to use ResearchMatch for a health-related study.
2. Have an IRB approved contact message (not the same as an email). Your contact message must:
   A. Exclude study team contact information
   B. Exclude survey links
   C. Be less than 2,000 characters

Adding a New Study

1. Log into your researcher dashboard and click the “add new study” button
2. Complete the Researcher Request process
   a. Identify as the PI or Proxy (key study personnel on a study)
   b. Enter Study Information, including uploading IRB approval letter
3. PI Approval: If researcher is a proxy, the PI will receive an email to approve their request to join the study.
   a. The PI is not required to have a ResearchMatch account to approve a proxy.
   b. This is a 2-step process. First the PI must click “Authorize Access” in the body of the email and then is redirected to a ResearchMatch page to click “Yes” they are sure this proxy should have access.
4. Institutional Liaison Reviews Request
   A. The liaisons will verify you have approval to use ResearchMatch and review your request for accuracy.
5. Researcher Self-Validates: The researcher will receive an email to accept access to the study.
   A. This is a 2-step process. First the researcher must click “Accept Access” in the body of the email and then is redirected to a ResearchMatch page to click “Accept” again.

Join an Existing Study

1. If you would like to join a study that is already active on ResearchMatch, click the “Join Existing Study” button on your dashboard.
2. Complete the Researcher Request process
   a. Enter the IRB number for the study. Our system will pull in the other study details.
   b. Click the “Join” button
3. Your request will still have to follow the same PI approval, Liaison Review, and Self Validation steps as listed above. See Steps 3, 4, and 5 under Add a New Study.