



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.