



Research Match

Emory IRB Submission Instructions

Emory IRB Submission Instructions for Adding ResearchMatch as a Recruitment Tool

(The information below is to be included in the initial IRB submission, or submitted via an amendment if adding the use of RM to an already-approved study)

1. Emory researcher includes RM template language ([ResearchMatch IRB Protocol Template Language](#)) in the research protocol or, more likely, as an addendum (separate document) to the protocol, uploaded in the “Research Design” section next to the protocol. Alternatively, it can be uploaded as a stand-alone document, along with #2 below, to the “Recruitment and Payment” section of the IRB application form in the question where flyers are uploaded.
2. Emory researcher adds the use of RM as a recruitment method to the “Recruitment and Payment” section of the IRB application form, where recruitment methods are described.
3. Emory researcher uploads the proposed RM recruitment text into the “Recruitment and Payment” section of the IRB application form (this is usually the same text as the main recruitment flyer or ad, but with all researcher contact information removed)
4. Emory IRB reviews and approves the submission.
5. Emory researcher follows the [ResearchMatch Registration Instructions](#) to register in RM. A copy of IRB’s approval of the overall study, as well as the text for the recruitment ad, is required. When RM use is being added via amendment, registration with RM should be done after the amendment is approved by the IRB.