INSTITUTIONAL REVIEW BOARD
CASTLE

HOW TO ADD TRANSLATIONS TO AN ACTIVE STUDY

STEP 1

LOG INTO THE PORTAL

Go to **https://castleirb.com/** and click on the **"HOW TO SUBMIT"** icon on the top right of main homepage. Click on "**Access the Portal Here**".

Or you can go directly to: **https://castleirb.my.irbmanager.com/**

STEP 2

LOGIN

Sign in with your email address and password.

STEP 3

MY PROTOCOLS

Click on the specific protocol number on your **Home** page, under the heading '**My Protocols**'.

STEP 4

START xFORM

Under '**Actions**' on the top left of the Home page, click on **Start xForm.**

STEP 5

AMENDMENT FORM

1. Select **"Amendment Form"**.
2. Select Number/Type of Participants in the Amendment Type section.
3. On next page, select **"Type of Participants"** (e.g. vulnerable populations)
4. Select **"Non-English Speaking participants"**.
5. Complete sections on whom will be providing the translations and answer the additional questions.

STEP 6

SUBMIT

Complete the form (if providing translated documents and certification of translation, attach them) and Submit.