INSTITUTIONAL REVIEW BOARD
CASTLE

HOW TO SUBMIT A NEW CONTACT FORM

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

NEW CONTACT FORM

Select **New Contact Form**.

STEP 6

SUBMIT

Complete the form to add new personnel to IRBManager (this does not add them to a study only provides them with an account) and Submit.

To be added to a study protocol, please email **irbteam@castleirb.com**.