INSTITUTIONAL REVIEW BOARD
CASTLE

HOW TO SUBMIT A REPORTABLE EVENTS 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

REPORTABLE EVENTS FORM

Select **Reportable Events Form.**

STEP 6

SUBMIT

Complete the form and attach documentation and Submit.