



INSTITUTIONAL REVIEW BOARD

CASTLE

HOW TO RETRIEVE APPROVAL LETTERS/DOCUMENTS

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'. This will direct you to the specific "Protocol" Page.

At the bottom of this page under 'Events', click on the number in the "Att" [attachment] column next to the event whose determination letter and documents you wish to download [e.g., Initial Submission, Amendment, Reportable Events, etc.].

This will direct you to the **Attachments Page**.

STEP 4

RETRIEVING DOCUMENTS

1. On the left side, click into the "Generated Documents" folder to access the determination letter.
2. The "Attachments" folder provides access to any documents that were submitted for review. Applicable copies with an approval stamp are provided for download [e.g., informed consent form, recruitment materials, etc.].

Click on the link under "Name" to open your document - you can print/save as needed.

