

# How to Submit Your Single Site Submission Form



## 1. Portal Access

Go to <https://castleirb.com/> and click on the icon on the top right of main homepage:



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

## 2. Registration and Login Page

1. Click on "Click here to register" under the "Don't have an account?" section.
2. Enter your information.
3. You will receive an email with instructions on setting a unique password.
4. Log back into portal with your Username: [your email address] and unique password.

Note: All Principal Investigators must register for an account in order for their information to be uploaded into the system. You can use "New Contact Form" in the form to register your PI on their behalf.



### Login

User Name	<input type="text" value="demo@email.net"/>
Password	<input type="password" value="....."/>
Client	CastleIRB

[Forgot Password?](#)

Don't have an account?  
[Click here to register.](#)

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/2022.6.6696.0/Release/cd9d899 | GCWAWS1 | 2022-08-16 15:49:45Z | 0.012s



CASTLEIRB.COM



IRBTEAM@CASTLEIRB.COM

# How to Submit Your Single Site Submission Form



## 3. How to Complete Form

1. Click on “**Start xForm**” in top left of the screen.
2. Click on the link for “**Single Site Application**”.
3. Complete the application by clicking “**Next**” on each page.

If you do not have all the information for any page, you can bypass the error messages by using the dropdown menu in the top center of the form; select the next page you wish to view and continue to fill out the other pages.

You can always “**Save for Later**” using the button on the bottom of each page - if so, the next time you log in go to the link for “**Unsubmitted xForms**” in the center of your homepage.

4. Upon completion of application you will enter your password as your electronic signature. Click “**Submit**” to send your application to the IRB.

There is a “**Collaborator**” feature that allows you, site staff, or the Sponsor/CRO Project Manager to work on the form together. This feature is on the top center/left of the form. Add the collaborators email and give them access to view your submission form.

CASTLE IRB INSTITUTIONAL REVIEW BOARD  
Collaborators  
Single Site Application -- Instructions and Personnel

Instructions and Personnel  
Study Information Page  
Site Information  
Participants, Informed Consent, Privacy/Confidentiality, and Recruitment  
Attachments, Submitter Assurance, and Signature Page

Castle IRB strives to accelerate the protocol submissions. Check & Submit Form

Please choose from one of the following ways to submit your Application:

**Option 1: Let's do it together on a call** [Email [irbteam@castleirb.com](mailto:irbteam@castleirb.com) with 3 available 90-minute time slot options (in Central Time) in the next 3 business days]. No need to continue with this form, just expect one of our team members to reach out to you shortly with a calendar invite.

**Option 2: I'll take care of it** [Proceed with this form].

## 4. Following Your Submission

1. Our IRB team will contact you if they have any questions upon receipt of your submission.
2. You will receive an **email notification** once the IRB has reached its decision - with a link to your IRB documents.

