Castle IRB

How to retrieve Approval Letters/Documents

1. Portal Access

https://castleirb.my.irbmanager.com/Login.aspx

2. Log into your account

- Log into the portal with your Username: [email address] and unique password.

3. How to retrieve approval documents

- On the homepage, click on the specific protocol number, under the heading 'My Protocols'.
- 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.

- On the left side, click into the **"Generated Documents"** folder to access the determination letter.
- 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.