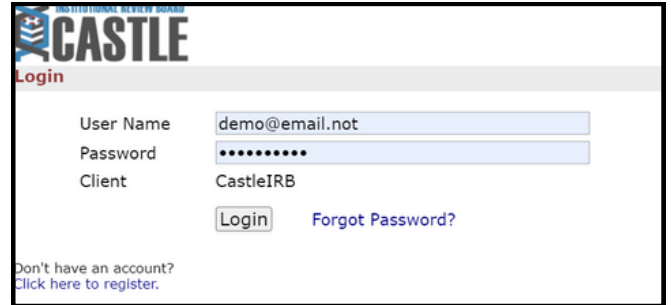


1. Portal Access

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

2. To create an Account

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



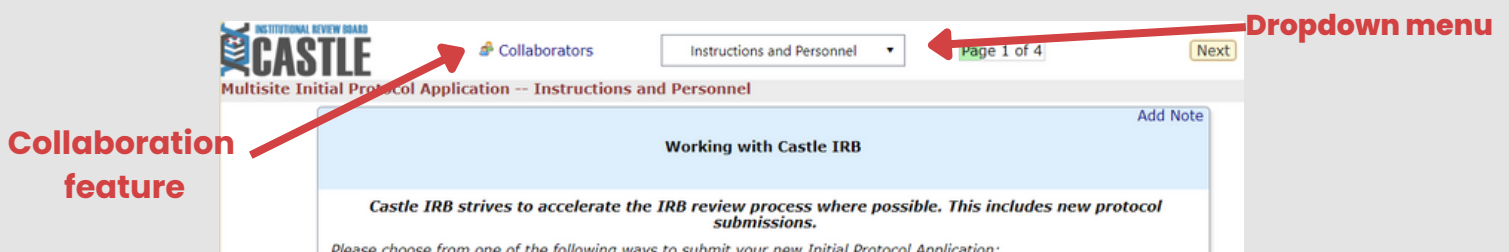
3. How to Complete Form

- Click on **"Start xForm"** in top left of the screen.
- Click on the link for **"Multisite Initial Protocol Application"**. Use this form if you are the Sponsor/CRO and will be submitting the main study documents for master-level approval. Complete the application by clicking "Next" on each page. Each site will separately complete the site application.

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.

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 contacts 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.

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