Castle IRB

How to submit a New Contact

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 submit a New Contact

- On the top left of the home page, under 'Actions', click on **"Start xForm"**.
- Select **"New Contact"** Form.
- Complete the form to add new personnel to IRBManager (this does not add them to a study only provides them with an account)
- Click on Submit.

IMPORTANT NOTE

- To add the new contact to existing studies, see optional step 4 below. (Step 4 must be done by a contact already listed on the study.)

4. Optional: How to add a New Contact to a study

- On the top left of the home page, under 'Actions', click on "Start xForm".
- Select "New Contact" Form.
- Complete the form to add new personnel to IRBManager (this does not add them to a study only provides them with an account)
- Click on Submit.

NOTE: If a new PI or Co-PI is being added to the study, that must be submitted via an Amendment form.