Castle IRB

How to submit a Reportable Event

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. Submitting a reportable event

- On the homepage, click on the specific protocol number, under the heading 'My Protocols'.
- Under 'Actions on the top left of the Home page, click on **"Start xForm"**.
- Select **"Reportable Events"** Form.
- Complete the form and attach documentation.
- Click on Submit.