



eCLAWS Consult Step-by-Step Instructions

The Electronic Contract and Legal Agreement Workflow System (eCLAWs) is a workflow system that allows submitters to route requests for agreements and related information to NU-RES, while enabling all parties to see the status of the agreement review in real time.

University offices with subject matter experts on a variety of topics have been identified as “Consult Groups” so that eCLAWs Reviewers or Authorized Signatories may ask a question in your departments area of expertise.

Members of the Consult Group may receive an email notification from the eCLAWs system with a question from a user in the workflow.

Consult Group process example – Consult on a Research & Innovation contract

If a contract is being reviewed by a NU-RES Contract Officers and they have a Biosafety question related to the terms and conditions of the contract, they may open a Consult within the record, and ask a question of the BioSafety Consult group; the system will generate an email, and send a copy to each of the members of the consult group. Whichever member of the group responds to the consult will be noted, and all responses go to the group so that others know the question has been addressed by someone in the Consult Group.

Here is an example of an email you might receive as a member of a consult group:

Action Required: eCLAWs record 25-C-00006 [Re-routed from: Cyr, Joan <j.cyr@northeastern.edu>;AYDIN, DZIYANA <d.aydin...]

 eclaws-test@neu.edu
To: Palina Budzemka; ePAWS-Test

[Reply](#) [Reply All](#) [Forward](#)  

Mon 9/30/2024 2:32 PM

Cyr, Joan M. sent a new message requiring action for the following record:

Application: eCLAWs
Record: 25-C-00006

For more information, log into [My Consults, Information Requests](#) and select the Title link on the above record to view the conversation.

Questions regarding the eCD/eCLAWs/ePAWs applications should be directed to the [NU-RES Help Center](#).

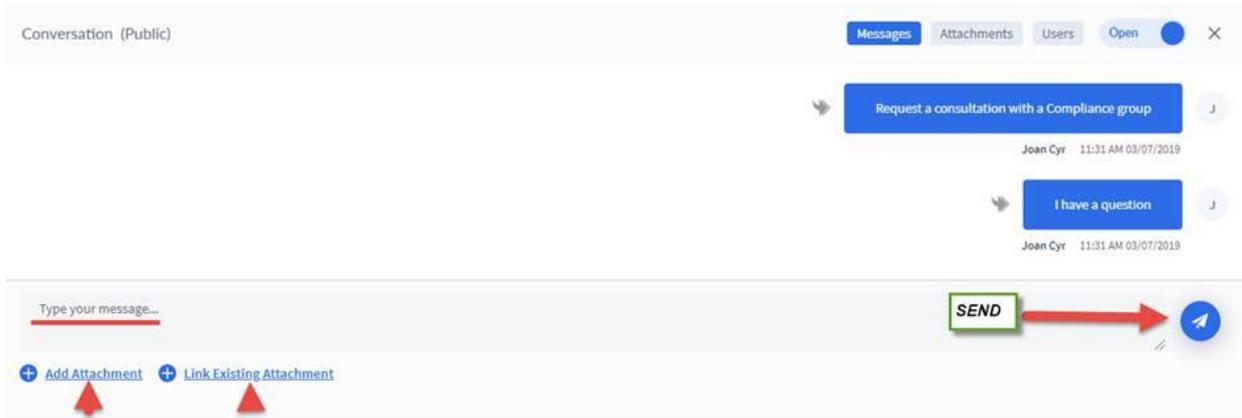
Select the “My Consults, Information Requests” link, and log into eCLAWs using your MyNortheastern credentials.

To open the consult, select the title link of the:

ALL OF MY ACTIVE CONSULTS & INFORMATION REQUESTS						
Record ID	Source	Title	Participants	Created	Last Modified	
18-C-00022	eCLAWs	Compliance	Amanda Ragalevsky Humphrey, Joan M. Cyr	03/07/2019	03/07/2019 11:32 AM	
18-C-00022	eCLAWs	Compliance	Amanda Ragalevsky Humphrey, Joan M. Cyr	03/07/2019	03/07/2019 11:31 AM	

Note: Users can also access the chat by selecting the Record ID link, navigating to the Informational Requests tab, and then selecting the title link.

When you open the conversation chat, type your message, review the record and any attachments; you may also include additional attachments necessary into the chat, and select the ‘airplane’ to send:



Notes about Informational Requests and Consult chats:

- *All users with a role on the record can see the chat...the chat is not private between the members of the chat*
- *Consult group members can see the entire record, as they have a pre-assigned role as members of the Consult Group*
- *Additional users can be added to a chat by opening the conversation by selecting the conversation title, selecting "Users" in the upper right corner of the chat box, and "+Add User"*

For help with the eCLAWS application, please contact the [NU-RES Help Center](#).

For Research business process related questions, contact NU-RES@northeastern.edu.