

eCLAWS “Submit a Contract or Agreement for Review” Step-by-Step Instructions-Research & Innovation Purpose

eCLAWS is a simple contract and agreement workflow system that asks questions to help you provide the right information needed by your Gatekeeper (if applicable), Reviewer(s), and Signatories in order to process your contract as quickly as possible.

To submit a contract or agreement for review, have a copy of your contract (in electronic format), any supporting documents (Statements of Work, Scope, W9’s, Certificates of Insurance, etc.) ready to upload to the system.




NOTE: A TEST version of eCLAWS has been created for users to review/train/practice. To access the TEST environment, log into [eCLAWS-TEST](#) with your My Northeastern credentials. The Production environment should only be used for actual contract and agreement submissions.

Submitter Dashboard

On the My Agreements and Contracts-**In process** dashboard, contracts are listed with the most recent “Last Modified” date at the top. The Status column shows the workflow stop where the contract is currently in process.

The colored dots in the dashboard in the Status column are used to visually indicate how long the record has been at a certain stop in the workflow. At the Gatekeeper stop, the dots change at shorter intervals than they do at Reviewer or Signatory stops. This table indicates the intervals at which dot colors change:

	Blue dot	Yellow dot	Red dot
Gatekeeper	1-7 days at stop	8-14 days at stop	15+ days at stop
Reviewers & Signatories	1-14 days at stop	15-30 days at stop	31+ days at stop

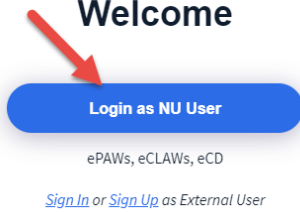
eCLAWS ID	NU Contact	Other Party	Purpose	Type	Submitted to Stop	Status	Owner
<input checked="" type="checkbox"/> 19-C-00141	Elena Z Testing	Route w/o GK as a stop	Research & Innovation	MPSA	 06/06/2019	Under Review - Pending Institutional Review	Unassigned
<input checked="" type="checkbox"/> 19-C-00119	Elena Z Testing	BMC test : Boston Medical Center test	Provision of Goods & Services by Northeastern	License: Facilities	 05/31/2019	Under Review - Pending Institutional Review	Unassigned
<input checked="" type="checkbox"/> 19-C-00032	Elena Z Testing	NAS : National Association of Scholars	Purchase of Goods & Services (Procurement)	License: Facilities	 04/25/2019	Under Review - Pending Institutional Review	Unassigned


Submit a Research & Innovation Contract or Agreement for Review (Production)

1. Log into the PRODUCTION [eCLAWS](#) environment with your My Northeastern credentials:



Welcome



2. Upon login, confirm the eCLAWS Submitter role in the upper right corner of the screen is shown; To manually select the role, pull the 'dropdown'  and select:



3. To submit a contract or agreement for review, select from the "I'd like to" menu – "Submit a Contract or Agreement for review:"



Note: You can submit a contract on your own behalf, or on the behalf of another person/department. Depending on the NU Contact, purpose, and type of the contract, eCLAWs will present different questions, approval routes, Gatekeepers, reviewers, and signatories.

The following example is a contract for the purpose of "Research & Innovation," and is a Zero Dollar Material Transfer Agreement (MTA).

4. Provide the relevant information by answering the “General Information” questions, then select “Next:”

Submit Contract or Agreement for Review

1 GENERAL INFORMATION 2 OTHER PARTY DETAILS 3 PURPOSE & TYPE 4 SPECIAL PROVISIONS

Is this on your behalf?
 Yes No

NU Contact Name
Vladimir P Torchilin

NU Contact Department: 116300 : Pharmaceutical Sciences
Gatekeeper: Carmen C. Sceppa

Other Party Legal Name
 Biogen : Biogen Idc Industry / Corporation Banner ID: 002293

Amount To Be Paid by NU: \$ 0 Amount To Be Paid by the Other Party to NU: \$ 0 \$ Zero-dollar Agreement

Is this contract performed under a Master Agreement?
 Yes No

Has your College/Department previously contracted with the Other Party?
 Yes No

Is this contract or agreement related to a research or sponsored project?
 Yes No

Start Date (optional): / / End Date (optional): / /

Word Version if applicable (strongly preferred):
Drag & Drop your files here, or
test word document.docx
MTA for Biogen

Please upload contract (PDF):
Drag & Drop your files here, or

Additional Attachments (optional):
Drag & Drop your files here, or

Attachments and exhibits incorporated by reference in the draft contract or agreement MUST be uploaded here if they are not included in the contract/agreement file above. You can also upload additional, related documents here, for example, W-9s, certificates of insurance, etc.; please be sure to use the comment feature in the upload tool to describe the document/file, e.g., "W-9 [Other Party Name]"

Please provide a brief explanation of the purpose for this contract/agreement (e.g., Annual Award Ceremony - Catering) (optional)
Please enter your comment

Note: If the external organization is not in the database, manually insert the name of the other party in the field, and provide address details on the next page.

- On the “Other Party Details” page, review the other party’s address; the default address from the database, if known, is displayed; to change the address, or include Other Party contact information, select the “EDIT” buttons, and change/provide the information; then, select “Next.”

NOTE: This action changes the address in this record only; it does not change the default address in the eCLAWS application.

- On the “Purpose & Type” page, first select the purpose of the agreement “Research & Innovation” by selecting the checkbox (to see a definition of the Purpose, select the “I” in the appropriate tile); then within the tile, pull the dropdown and select the Agreement or Contract Type:

7. Once the Purpose and Type are selected, you can preview the workflow associated with the record:

Applicable Route: Research: Material Transfer Agreement  [View visualization](#) 



8. Answer the remaining questions/provide information, then select “Next:”

Auto Renew Date (optional)

Confidentiality Requested

Expedited Review Requested

Reason for Expedited Review (optional)

Please enter a reason for Expedited Review

Has the Other Party signed this contract?

No

Signed/no changes

Signed/NU changes

Comment for Gatekeeper (optional)

Hi Gatekeeper...here's my Hotel Contract...call me with questions x 1234. Thanks!

Back Save Next

Note: if the sign order has been disabled in the route, this question will not appear...

9. On the “Special Provisions” page, answer the remaining questions; when done, select “Submit” and your contract submission is complete:

GENERAL INFORMATION OTHER PARTY DETAILS PURPOSE & TYPE SPECIAL PROVISIONS 4

Please answer the following questions

Purpose-specific Questions

1. Please confirm that the Other Party's contact information, including name, email address and phone #, are listed in the "OTHER PARTY DETAILS" -- Section 2 -- of this eCLAWs record.

Confirmed

2. Is this agreement related to another active agreement, such as a Sponsored Research Agreement (SRA)? If so, please provide either the NU-RES Tracking Number, or attach the agreement file in the field below.

Yes No

Attachments (optional)

Drag & Drop your files here, or

Select file

Type-specific Questions

1. Which party is providing materials?

NU Other party Both NU and other party

2. Provide a description of the material to be transferred.

3. Is the material a chemical?

Yes No

4. Is the material biological? If yes, attach [IBC](#) approval in the field below (required).

Yes No

5. Does the material contain rDNA or DNA?

Yes No

6. Attach any applicable approvals (i.e. Institutional Animal Care and Use Committee ([IACUC](#)), Institutional Biosafety Committee ([IBC](#)), etc.)

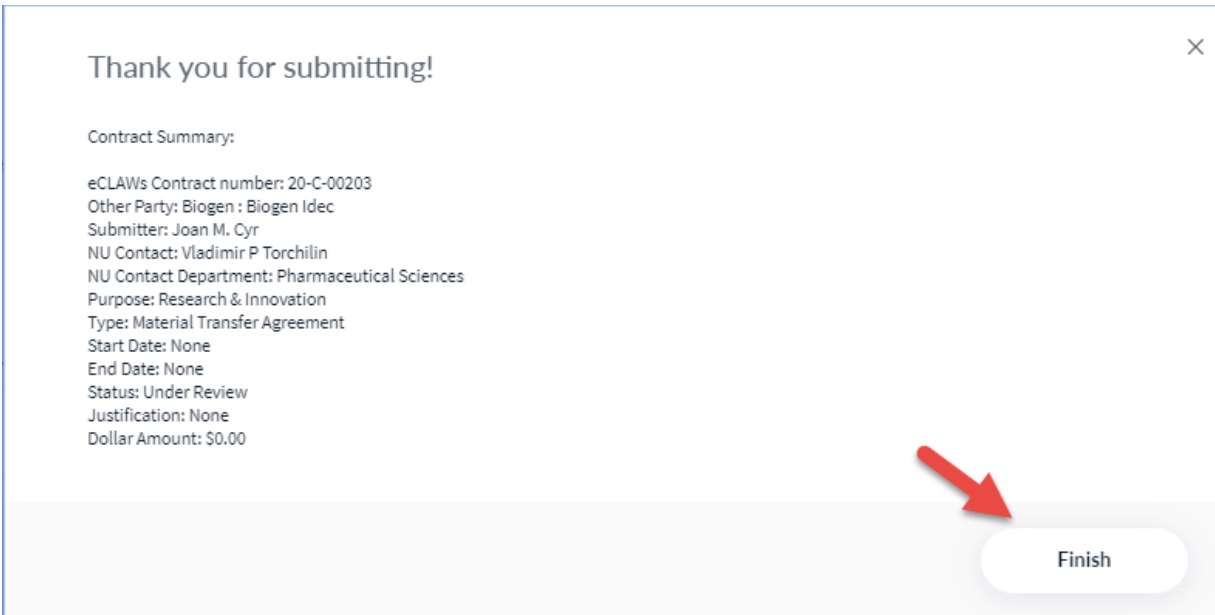
Attachments (optional)

Drag & Drop your files here, or

Select file

Back Save Submit

A confirmation pop-up showing a summary of your contract submission appears – select “Finish” to close the window:



10. To see your contract in the workflow, go to the eCLAWs Home dashboard **N** My dashboard eCLAWs eCD and the “My Agreements & Contracts – In Process” section; select the record ID to view the summary line :

MY AGREEMENTS & CONTRACTS - In process

eCLAWs ID	NU Contact	Other Party	Purpose	Type	Start - End Dates	Last Modified	Status
<input checked="" type="checkbox"/> 20-C-00203	Vladimir P Torchilin	① Biogen : Biogen Idec	Research & Innovation	MTA		02/04/2020	Under Review - Pending Institutional Review
<input checked="" type="checkbox"/> 20-C-00013	Joan M. Cyr	① BOA : Bank of America	Purchase of Goods & Services (Procurement)	Hotel		01/24/2020	Under Review - Pending Gatekeeper Approval
<input checked="" type="checkbox"/> 20-C-00187	Joan M. Cyr	① Biogen : Biogen Idec	Research & Innovation	NDA - 2way		01/14/2020	Under Review - Pending Institutional Review
<input checked="" type="checkbox"/> 20-C-00178	Jennifer Mary Boyle-Lynch	① Genentech : Genentech	Purchase of Goods & Services (Procurement)	PSA		01/07/2020	Under Review - Pending Gatekeeper Approval
<input checked="" type="checkbox"/> 20-C-00167	Joan M. Cyr	① TVI : Takeda Vaccines, Inc	Research & Innovation	NDA - 2way		12/11/2019	Under Review - Pending Institutional Review

[View all](#) →

- a. The “Contract/Agreement Data” summary screen is shown; select the “Route Log” from the left navigation to see the record in workflow:

20-C-00203 Torchilin Biogen 20200204 \$ 0.00

RESEARCH & INNOVATION MATERIAL TRANSFER AGREEMENT PENDING INSTITUTIONAL REVIEW (NU-RES AGREEMENTS & CONTRACTS REVIEWERS)

Contract / Agreement Data

Route Log

File Cabinet

Related Records

Informational Requests

Contract/Agreement Data

General Information

Submitter: Joan M. Cyr [See Contract Details via Wizard](#)

NU Contact: Vladimir P Torchilin

Gatekeeper

Other Party: ● Biogen : Biogen Idtec

Purpose: Research & Innovation

Justification

Contract Type: Material Transfer Agreement

Additional Requirements

Auto Renew Date: -

Confidentiality Requested: X No

Expedited Review Requested: X No

Reason For Expedited Review: -

Sign Order

Has the Other Party signed this contract? No

Last Comment

Joan M. Cyr commented at 02/04/2020 08:29 AM
"Submitted for review"

- b. The “Route Log” is where you can see where your agreement or contract is in the workflow; where it has been, where it is presently, and where it is going. It includes dates and times the record was acted upon, or when it moved along the workflow. At the top horizontally, the workflow is shown at a high level; Vertically, the workflow is shown in detail.
- c. To see list of those who have a role and can process the record at the different stops, select the “i” next to the workflow role label. Once a user in the workflow assigns the record to him/herself, their name will appear in the horizontal and vertical workflow:

Route Log

Compliance ● +

File Cabinet

Related Records

Informational Requests

Current Route

Route

Submit ● Institutional Review ● OGC Review ● Institutional Signature ○ Completed ○

Cyr, Joan M. NU-RES Agreements & Contracts Reviewers Cyr, Joan M. NU-RES Signatories i

Pool

- Brooks HillWhitton
- Craig Hannett
- Dan Dapkas
- Diana Samelli
- Shane Keys
- Eric P Jones
- Eric J. Pasadas

Select "i" to show the pool of Reviewers

Route Log

Submit

12/08/2021 10:45 AM ○ SUBMITTED Cyr, Joan M. [View Comment](#)

Institutional Review

12/08/2021 10:45 AM ○ ASSIGNED Cyr, Joan M. [View Comment](#)

11. If you have made an error in your contract submission, you can cancel or recall it by selecting the “action dots” located in the upper right corner of the Contract/Agreement Data summary screen:

12. To see all of the attachments associated with the record, select “File Cabinet” from the left navigation:

File Name	Date	Contact	Type	Additional Info
Blankdocplaceholder.pdf	08:29 AM	Joan M. Cyr	Question Attachment	additional approvals
test word document.docx	08:15 AM	Joan M. Cyr	Contract Word	MTA for Biogen

13. To see related eCLAWS or ePAWS records, select “Related Records” from the left navigation:

14. If the Reviewer or Signatory had a question about the record, they can send an Information Request or Consult to relevant parties; those conversations are recorded in the “Informational Requests” tab in the left navigation:

Title	Type	Person	Last Modified	Status
Additional Information Request	Information	Dana Carroll, Joan M. Cyr	02/04/2020	Open

Showing 1 to 1 of 1 items

Rows per page: 20 | Back | 1 | Next

- a. *Notes about Informational Request and Consult chats:*
 - i. *All users with a role on the record can see the chat...the chat is not private between the members of the chat*
 - ii. *For Informational Requests, Chat members who do not have a role on the record can only see the chat and any attachments in the chat (they cannot see the entire record); Consult group members can see the entire record, as they have a pre-assigned role as members of the Consult Group*
 - iii. *Additional users can be added to a chat by selecting "Users" in the upper right corner of the chat box, then 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.