

eCLAWs: Review a Contract

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Overview

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.

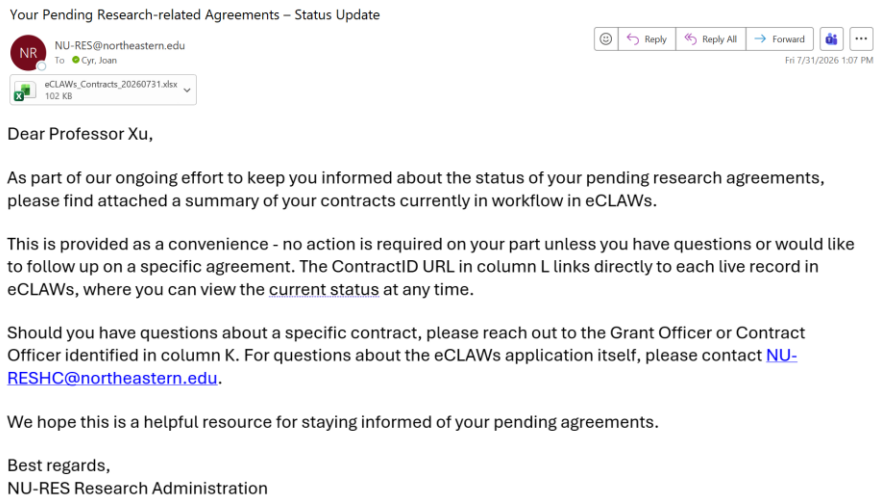
All agreements related to research or other sponsored activities (whether funded or unfunded) that require an institutional signature from NU-RES must be submitted through eCLAWs.

Review a Contract in eCLAWs

The named NU Contact on an eCLAWs contract can log in to review the current status at any time.

Email notification received

Email notification is received by the named NU Contact with a list of currently routing eCLAWs contracts to inform about the status of pending research agreements



Getting Help

Support: NU-RESHC@northeastern.edu

Grant Officer: <https://nu-res.research.northeastern.edu/contact/>

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- Open the attachment to review the list; select the URL link to open and review each record

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Contract Number	Is Submitted to NU-R	Brief Explanation	Status	Sub Status	Type	NUContact	Last Comment	Last Comment Date	Current Stop	Reviewer's Name	ContractID URL	College	Submitter
1	24-C-00165	2023-08-02	New NU Sub, TBD-78/Under Review	With Other Party	Outgoing Subaward - Xu, Xiaolin	Assigned to Bynoe, N.2026-01-06				Institutional Review	Bynoe, Nancy	Open in eCLAWs	COE Electrical & Comp	Renkas, Julie
2	24-C-00427	2023-09-13	DUA needed for G00X/Under Review		Data Use Agreement - Xu, Xiaolin	Returned to the stop 2023-10-02				Submit	Carroll, Dana	Open in eCLAWs	Roux Institute-Resear	Jones, Eric
3	24-C-00818	2023-11-10	data sharing agreeme/Under Review		Data Use Agreement - Xu, Xiaolin	Recalled and returne/2023-11-21				Submit	Carroll, Dana	Open in eCLAWs	CSSH English	Chong, Helen
4	24-C-01743	2024-05-09	Sponsored Research / Under Review		Funded Agreement - Xu, Xiaolin	Returned to the stop 2024-08-22				Submit	Hill-Whilton, Brooks	Open in eCLAWs	BCHS Physical Therap	Davis, Virginia
5	25-C-00444	2024-09-23	The purpose of this e/Under Review		Funded Agreement - Xu, Xiaolin	Returned to the stop 2025-04-16				Submit	Croscup, Joe	Open in eCLAWs	COS Chemistry & Che	Giammattei, Constan
6	25-C-00075	2024-11-05	See 23-C-01047 for lu/Under Review		Data Use Agreement - Xu, Xiaolin	Returned to the stop 2024-12-03				Submit	Croscup, Joe	Open in eCLAWs	CSSH Political Science	Howling, Michael
7	25-C-00974	2024-12-19	A De-Obligation Requ/Under Review		Other Agreement - Xu, Xiaolin	Returned to the stop 2025-01-06				Submit	Hill-Whilton, Brooks	Open in eCLAWs	Khoury Graduate	Murphy, Ed

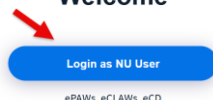
- If you are currently not logged into eCLAWs, you will be directed to log in using your Northeastern credentials

Log into eCLAWs

- Log into [eCLAWs](#) with your My Northeastern credentials:



Welcome



ePAWs, eCLAWs, eCD

- Upon login, confirm the eCLAWs Submitter role in the upper right corner of the screen is selected; To manually select the role, pull the 'dropdown' and select:



Note: Typically, others submit eCLAWs contracts on your behalf; you could submit on your own behalf. For both scenarios, select the eCLAWs Submitter role to view contracts where you are the NU Contact.

Navigating the 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; a sub-status appears concatenated with the status.

In the "My Agreements & Contracts – In Process" section; select the record ID to view:

MY AGREEMENTS & CONTRACTS - In process									
eCLAWs ID	NU Contact	Other Party	Purpose	Type	Start - End Dates	Last Modified	Status		
☒ 26-C-01577	Cyr, Joan M	① AH : Addgene	Research & Innovation	DUA		07/08/2026	● Institutional Review - Sent To	***	
☒ 26-C-01576	Cyr, Joan M	① MDC : McDonalds Corporation	Research & Innovation	DUA		05/20/2026	● Institutional Review - With PI	***	

[View all →](#)

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

Home / eCLAWs / My Contracts & Agreements / 26-C-01576 Cyr MDC 20260520 [← Back To Search Results](#)

26-C-01576 Cyr MDC 20260520 \$ 1,000.00 RESEARCH & INNOVATION DATA USE AGREEMENT INSTITUTIONAL REVIEW (NU-RES AGREEMENTS & CONTRACTS REVIEWERS) - WITH PI

Contract / Agreement Data

Route Log

File Cabinet

Related Records

Informational Requests

Contract/Agreement Data

General Information

Submitter	Cyr, Joan M	See Contract Details via Wizard
NU Contact	Cyr, Joan M	
Gatekeeper		
Other Party	✓ MDC : McDonalds Corporation	
Purpose	Research & Innovation	
Explanation	testing NU contact view on dashboard	
Contract Type	Data Use Agreement	

- b. The “Route Log” shows the details of the workflow; it includes dates and times the record was acted upon, status comments, and 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.

Home / eCLAWs / My Contracts & Agreements / 26-C-01576 Cyr MDC 20260520 [← Back To Search Results](#)

26-C-01576 Cyr MDC 20260520 \$ 1,000.00 RESEARCH & INNOVATION DATA USE AGREEMENT INSTITUTIONAL REVIEW (NU-RES AGREEMENTS & CONTRACTS REVIEWERS) - WITH PI

Contract / Agreement Data

Route Log

File Cabinet

Related Records

Informational Requests

Route Log

Current Route

Route

1 ✓ Submit
Cyr, Joan M

2 Institutional Review
With PI
Cyr, Joan M ①

3 Institutional Signature
NU-RES Signatories ①

4 Completed

Route Log

05/20/2026 03:06 PM Institutional Review
OTHER Cyr, Joan M
Review status updated to With PI. testing

05/20/2026 03:05 PM Institutional Review
ASSIGNED Cyr, Joan M
Picked up by Cyr, Joan M.

05/20/2026 03:05 PM Submit
SUBMITTED Cyr, Joan M
Submitted for review

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