

ePAWs Consult Step-by-Step Instructions

ePAWs is a simple proposal/award workflow system designed to streamline and simplify the review and approval process, and will navigate you through each stage of the grant, from the initial proposal submission to the final award closeout.

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

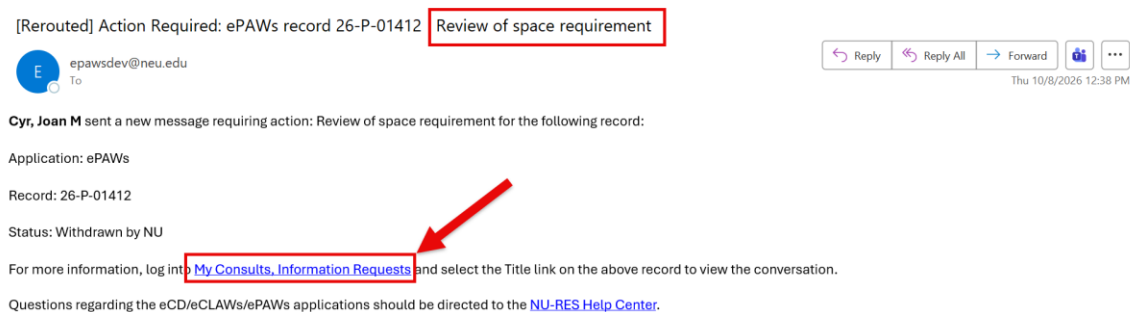
Members of the Consult Group may receive an email notification from the ePAWs system with a question from a user in the workflow.

Consult Group process example – Consult on a Proposal

If a proposal is being reviewed by NU-RES Grant Officers, and they have a Biosafety question related to the terms and conditions of the proposal, 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.

Responding to a Consult

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



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

Getting Help:

Support: NU-RESHC@northeastern.edu

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

Last Updated: 10-08-26

QuickCard: Consult Groups

- To open the consult, **select the title link of the consult**. Consults and Information Requests are located in the “Informational Requests” tab on the left frame:

26-P-01412 Leeser Open Cloud rEconfigurable NIC offloading (OCEANIA) WITHDRAWN BY NU

General Information
Program Summary
Proposal +
Route Log
File Cabinet
Related Records / Transactions +
Informational Requests
Regulatory +
Facilities & Space
Notebook

Informational Requests

+ Add Consult
+ Add Information Request

Title	Type	Person	Last Modified	Status
Additional Information Request: Unable to approve this record	Information	Dorsey, Susan, Cyr, Joan	04/06/2026	Open
Space/Equipment review: Review of space requirement	Consult	Smith, Greg, Cyr, Joan, Stewart, Eric	10/08/2026	Open

Showing 1 to 2 of 2 items
Rows per page: 20 Back 1 Next

- 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:

Conversation (Public)

Messages Attachments Users Open ×

Request a consultation with a Compliance group

Joan Cyr 11:31 AM 03/07/2019

I have a question

Joan Cyr 11:31 AM 03/07/2019

Type your message... SEND ✈

+ Add Attachment + Link Existing Attachment

Information about Consults and Information Requests

- If the Reviewer has a question about the proposal, he/she can ask it in an “Information Request” (to an individual) or in a “Consult” (particular institutional groups configured for questions directed to a group, e.g. Risk Services, Environmental Health/Safety, etc.). This is a ‘chat’ feature within the record so correspondence about the proposal remains part of the record. The two functions work the same, the only difference being the addressees.
- Responding to an email that you receive from an ePAWs Information Request or Consult does not insert your response into ePAWs; it will only email the sender (and other Consult Group members) directly in email. In order to achieve full transparency on the progress of the proposal, the better practice is to log into ePAWs, and insert your response directly into the Consult or Informational Request chat; this way the submitter can see exactly where the proposal is in the workflow, and the work that is occurring to process it.

Getting Help:

Support: NU-RESHC@northeastern.edu

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

Last Updated: 10-08-26

Notes about Informational Request 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.
- 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.
- 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 ePAWs application, please contact the [NU-RES Help Center](#).

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

Getting Help:

Support: NU-RESHC@northeastern.edu

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

Last Updated: 10-08-26