QuickCard: Checking the Status of an **Agreement Review**

Checking the Status of your Agreement

Once an agreement has been submitted in eCLAWs for review, the submitter can check the status of the review at any time. There are several locations in the record which provide information: Dashboard Status Column, Contract/Agreement Data Summary, and Route Log.

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.

Logging in to eCLAWs

1. Log into the PRODUCTION <u>eCLAWS</u> environment with your My Northeastern credentials:



- 1. The Status Column is located on the Submitter Dashboard. To get to the dashboard, select the role of eCLAWs Submitter from the Roles Dropdown Menu in the top right corner.
- 2. Select "My Dashboard" from the top menu, and scroll down to "My Agreements & Contracts." (Menu view depends on the Zoom setting in your browser....)









eCLAWs Submitte

I'd like to...

🤐 (j







3. 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.

IY AGREEMEN	TS & CONTRACTS	- In process					4	Download as a
eCLAWs ID	NU Contact	Other Party	Purpose	Туре	Start - End Dates	Last Modified	Status	
20-C-00166	Kelly Sylvia Basner	(i) RC : Raytheon Company	Research & Innovation	NDA - 2way		12/12/2019	Review Complete	
20-C-00165	Kelly Sylvia Basner	(i) Genentech : Genentech	Research & Innovation	NDA - 2way		12/10/2019	Under Review - Pending Institutional Review	

Checking the Contract/Agreement Data Summary Page

The review status and sub-status are displayed within the record, in the status bar. The status bar is located in the upper right corner of the record:

20-C-00164 C	r Biogen 20191209 \$ 0.00	PENDING INSTITUTIONAL REVIEW (NU-RES AGREEMENTS & CONTRACTS REVIEWERS) - AWAITING COMMENT EDDA OTHER DARTY		
RESEARCH & INNOVATION	NON-DISCLOSURE AGREEMENT - MUTUAL			
Contract / Agreement Data	Contract/Agreement Data			
Route Log				
File Cabinet	As the Institutional Reviewer please review the contract and if all looks good, please submit it to for the further signature. Feel free to specify the sub-status of the review.			

The "Last Comment" field on the "Contract/Agreement Data" summary page shows the last action taken:

20-C-00164 Cy RESEARCH & INNOVATION	rr Biogen 20191209 \$ 0.00 Non-disclosure agreement - mutual	PENDING INSTITUTIONAL REVIEW (NU-RES AN COMMENT FROM OTHER PARTY	GREEMENTS & CONTRACTS REVIEWERS) - AWAITING
Contract / Agreement Data Route Log	Contract/Agreement Data		
File Cabinet	As the Institutional Reviewer please review the contract an	d if all looks good, please submit it to for the further signature. Feel free to specify the sub-sta	itus of the review.
×	Last Comment	X	· · · · · ·
	Joan M. Cyr commented at 12/18/2019 09:24 Al "Review status updated to Awaiting comment f	vi rrom Other Party. Sent to Biogen contact for comment"	

Checking the Route Log

For a detailed review of the workflow, review the record's "Route Log."

1. Select the record from the My Agreements & Contracts - In Process dashboard

eCLAWs ID	NU Contact	Other Party	Purpose	Туре
20-C-00166	Kelly Sylvia Basner	() RC : Raytheon Company	Research & Innovation	NDA - 2way
20-C-00165	Kelly Sylvia Basner	(i) Genentech : Genentech	Research & Innovation	NDA - 2way

Getting Help Support: <u>NU-RESHC@northeastern.edu</u> Grant Officer: <u>https://research.northeastern.edu/nu-res/contact/</u>





2. Select "Route Log" from the left menu:

🖸 20-C-00165 Bas	sner Genentech	20191210 \$ 0.00	PENDING INSTITUTIONAL REVIEW (NU-RES AGREEMENTS & CONTRACTS
RESEARCH & INNOVATION	NON-DISCLOSURE AGE	EEMENT - MUTUAL	REVIEWERS)
Contract / Agreement Data Route Log	Contract/Agreen	nent Data	
File Cabinet	General Informatior		
Informational Requests	Submitter	Kelly Sylvia Basner Kelly Sylvia Basner	See Contract Details via Wizard
	Gatekeeper		
	Other Party	Senentech : Genentech	

The route log lists both current workflow (horizontally), and detailed actions (vertically) taken on the record, ordered from the oldest actions to the most recent.

To find out more information about any action on the route log, select "View Comment" and scroll if necessary to view. To close the comment, select "Hide Comment."

	Submitted	Pending Institutional Review	Pending Institutional Signature
Kelly Sylvia Basner		er Joan M. Cyr	Joan M. Cyr
Route Log			
		Submitted	<u>^</u>
12/04/2019	09:54 AM	SUBMITTED Kelly Sylvia Basner View Comment	
		Pending Institutional Review	
12/04/2019	09:55 AM	OTHER Kelly Sylvia Basner View Comment	
		Pending Institutional Review	
12/04/2019	11:27 AM 🔿	OTHER Joan M. Cyr View Comment	
12/04/2019	11:48 AM	Pending Institutional Review Joan M. Cyr Hide Comment Returned to the stoo Submitted. chance purpose/type page to signed no changes	

In the above example, the institutional reviewer returned the record to the submitter for a correction of the record.

For additional assistance with the eCLAWS application, please contact the NU-RES Help Center.

