QuickCard: eCD Designated Official Role



Contents

| Overview | . 1 |
|--------------------------|-----|
| Navigating the Dashboard | . 1 |
| Business Process | . 2 |
| Sections | . 3 |
| Questions | . 5 |

Overview

The Designated Official (DO) role allows the user to view eCD disclosures. Assignment of the DO role is customized for each individual user, and is made at the appropriate level in the NU Hierarchy (Exec/DIV/ORG). Access to eCD disclosures descends down the NU Hierarchy. For instance, user John Doe can be provided with the DO role at the division (college) level and can only view disclosures in the division and all orgs within the division, but not across the university. They can also be assigned the DO role in a single ORG.

Navigating the Dashboard

First log into eCD: https://epaws.northeastern.edu/

Then select your role: DO.

Use the search menu to search for the disclosure and then select the disclosure from the results list:

| N ecd d | isclosures Disclosures | Cycles | | | My Dashboard | ePAWs eCLAWs | MS Marlon Sa | anchez 🗸 |) 👷 | i) | 00 | ~ | |
|---|--|--|--|--|---|--|-------------------------------------|--|-------------------|----|---|--------|---|
| Home / <u>cCD</u> / Search et Search eCD F | CD Records Records Select Sa | ved Filters 👻 | Save As | | | | | Manage Sar | ved Filters | Í | I'd like to | | |
| Discloser Search by d Reviewer Start typing Workflow Stop Select route Type | isclosure name or NUID Reviewer | Organization Northeastern Univ Review Status Select review status | wity X | Department Start typing the department Potential Conflicts | nent or code | Year All X Research & Sponsored Activity | × • • | Has Plan Created Kept Amende No Plan Req Retired Not created | d uired ted | | Request Help Request a Data Corr Provide Feedback LEARN MORE eCLAWs ePAWs eCD Request a Role | ection | |
| eCD ID \$ 21.0-00001-AD 21.0-00001-AD | All NUID Φ 001138309 000676353 | Yes No All Discloser © Marlon Sanchez Joan M. Cyr | Department © 149980 : CCEUS Administration 149880 : CCEUS Administration | Yes No AB Potential Conflicts Φ No No | Reviewer Φ Marlon Sanchez Joan M. Cyr | Yes No All Status © Pending UCO Review ® Review Complete | Management P Not created Kept | Search | ad as xisx | | | | ¢ |
| | 001897439 | Amanda Coelho Ramos | 149080 : COEUS Administration | No | Unassigned | Not Filed | | | | | | | |



Business Process

The Designated Official (DO) may receive an information request from the Compliance Office to review a disclosure with a specific question.

a. The recipient will receive an email alerting them to the request for information, will indicate the application from which the message was sent, the record number, and that an Action is Required:

| From: "eCD@northeastern.edu" <ecd@northeastern.edu></ecd@northeastern.edu> |
|--|
| Date: Friday, February 19, 2021 at 2:42 PM |
| To: "Qin, Lin" < <u>l.qin@northeastern.edu</u> >, Eugene Tunik < <u>e.tunik@northeastern.edu</u> > |
| Subject: Action Required: eCD record 21-D-01448-AD |
| Lin Qin sent a new message requiring action for the following record: |
| Application: eCD |
| Record: 21-D-01448-AD |
| 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 <u>NU-RES Help Center</u> . |

b. The Designated Official recipient selects the "My Consults, Information Requests" link in the email, logs into the system, and selects the Title link on the subject record to view the chat question asked by the Compliance Office:

| My Consults, Information Requests | | | | | | | | |
|-----------------------------------|--------|--------------------------------|---|------------|---------------------|--|--|--|
| Conversation Type | | | | | | | | |
| Please select Conversation Type 🗸 | | | Is closed | | | | | |
| | | | | | Search | | | |
| Record ID | Source | Title | Participants | Created | Last Modified | | | |
| 21-D-00003-AD | eCD | NU-RES Help Center | Amanda Coelho Ramos, Joan M. Cyr, Marlon Sanchez | 02/18/2021 | 02/18/2021 12:25 PM | | | |
| <u>21-C-00014</u> | eCLAWs | Additional Information Request | Amanda Coelho Ramos, Joan M. Cyr | 02/16/2021 | 02/16/2021 12:39 PM | | | |
| <u>9 -D-00008-AD</u> | eCD | Additional Information Request | Amanda Coelho Ramos, Joan M. Cyr, Marlon Sanchez | 02/11/2021 | 02/12/2021 08:41 AM | | | |

To review the entire disclosure, close the chat, and select the Record ID link to review each section: Disclosure Filed, Route Log, File Cabinet, Informational Requests, and Related eCLAWs/ePAWs records.

| N eCD Disclosures Disc | closures Cycles | My Dashboard | ePAWs | eCLAWs | MS | Marlon Sanchez |
|---|---|--|--------------------------------|--|-------------------|----------------|
| Home / eCD / Search eCD Records / 21-D- | 00001-AD Joan M. Cyr Annual Disclosure | | | | | ← <u>Ba</u> |
| 21-D-00001-AD Joan M | . Cyr Annual Disclosure 🛛 🛃 | | | | | JOAN M. CYR |
| Disclosure Filed | Disclosure Filed | | | | | |
| Route Log | | | | | | |
| File Cabinet | 1. During the reporting period, have you had responsibility for, or a decision | on making role in, selecting | vendors or p | ourchasing a single | product or | |
| Informational Requests | service over \$10,000? If yes, provide relevant details. | | | | | |
| Related eCLAWs/ePAWs Records | Yes No | | | | | |
| | Have you participated in the hiring of a family member, or do you direct member of your family working at Northeastern? If yes, provide relevan | ly or indirectly supervise, re t details. | view or dete | rmine compensati | on for a | |
| | Ves 💿 No | | | | | |
| | During the reporting period have you used, except in an incidental way, property, facilities, resources, personnel or equipment for personal or n | or permitted family membe on-University related purpo | rs or others ses? If yes, c | to use or access ur lescribe each insta | iiversity nce. | |

Getting Help

Support: <u>NU-RESHC@northeastern.edu</u> Grant Officer: <u>https://research.northeastern.edu/nu-res/contact/</u> Last Updated: 2021-02-19



Sections

1. Disclosure Filed is a list of questions answered by the user.

| Home / eCD / Search eCD Records / 21-D | -00001-AD Joan M. Cyr Annual Disclosure | |
|--|---|---------|
| 21-D-00001-AD Joan M | I. Cyr Annual Disclosure 😼 | J |
| Disclosure Filed | Disclosure Filed | |
| File Cabinet Informational Requests Related eCLAWs/ePAWs Records | During the reporting period, have you had responsibility for, or a decision making role in, selecting vendors or purchasing a single product or service over \$10,000? If yes, provide relevant details. Yes No Have you participated in the hiring of a family member, or do you directly or indirectly supervise, review or determine compensation for a member of your family working at Northeastern? If yes, provide relevant details. Yes No Yes No Yes No Yes No No Are you participated in the hiring of a family member, or do you directly or indirectly supervise, review or determine compensation for a member of your family working at Northeastern? If yes, provide relevant details. Yes No Yes No Yes No Are you cor family member involved as an investor, owner, employee, consultant, contractor, or board member with an organization or busines that has conducted or is seeking to conduct business with Northeastern, or provided goods or services to Northeastern? If yes, provide relevant details. Yes No Are you or a family member received a gratuity, gift or gifts with a cumulative value of \$100 or more from a person or business entity who doe Are you or a family member received a gratuity, gift or gifts with a cumulative value of \$100 or more from a person or business entity who doe Are you or a family member received a gratuity, gift or gifts with a cumulative value of \$100 or more from a person or business entity who doe seeking to chave business with Northeastern, arenot or guardian or any third party who is seeking to conduct business with Northeastern or guardian or any third party who is seeking to a business with Northeastern | ss t |

2. Route log shows two routes, one vertical and one horizontal. The vertical route shows a historical log of all actions taken in the disclosure by all parties involved, including date/time stamps of those actions.

The horizontal route log provides the current overview of the disclosure's progression in workflow from beginning to end:

| Home / eCD / Search eCD Records / 21-D- | 00001-AD Joan M. Cyr Annual Disclosure | ÷ |
|---|---|--------------------|
| 21-D-00001-AD Joan M. | Cyr Annual Disclosure 🚦 | JOAN M. C |
| Disclosure Filed | Route Log | |
| Route Log | | |
| File Cabinet | Route Horizontal | |
| Informational Requests | Pending Discloser | Pending UCO Review |
| Related eCLAWs/ePAWs Records | | |
| | Route Log Veritical | Juan M. Cyr |
| | Pending UCO Review | |
| | 11/19/2020 03:13 PM O OTHER Joan M. Cyr <u>View Comment</u> | |
| | Pending UCO Review 11/19/2020 03:15 PM other Joan M. Cyr View Comment | |
| | Pending UCO Review | |
| | 11/19/2020 03:39 РМ О Ассертер Joan M. Cyr <u>View Comment</u> | |
| 5 | | |

Getting Help Support: <u>NU-RESHC@northeastern.edu</u> Grant Officer: <u>https://research.northeastern.edu/nu-res/contact/</u> Last Updated: 2021-02-19 3. The file cabinet shows a list of all attachments within the disclosure:

| N eCD Disclosures Dis | closures Cycles | | My Dashboard | ePAWs eCLAWs | MS Marlon Sanchez |
|---|---|----------------------|--------------|---|---|
| Home / cCD / Search cCD Records / 21-D- 21-D-00001-AD Joan M | -00001-AD Joan M. Cyr Annual Disclosure | | | | ← <u>Back To Sea</u> Joan M. Cyr Review |
| Disclosure Filed Route Log File Cabinet | File Cabinet | er action is require | d) | | |
| Informational Requests Related eCLAWs/ePAWs Records | It's Not a Training Jssue UXmatters.pdf 11/19/2020 3 files uploaded | 01/24/2020 | Joan M. Cyr | Kept | |
| | It's Not a Training Issue UXmatters.pdf | 03:39 PM | Joan M. Cyr | Management Plan Final | no futher action |
| | It's Not a Training Issue UXmatters.pdf | 03:39 PM | Joan M. Cyr | Management Plan Signed | no futher action |
| | Disclosure Form 2021 Joan Cyr.pdf | 03:13 PM | Joan M. Cyr | Disclosure Filed | Submitted disclosure |

4. You can create an informational request if you have a question for the UCO reviewer, Discloser, or other subject matter expert:

| Home / eCD / Search eCD Records / 21-0-0 | 00003-AD Marlon Sanchez Annual Discl | osure | | | <u>← B</u> | ack To Search Results |
|--|--|-------|---------------------------------------|-------------------------------|----------------|-----------------------|
| 21-D-00003-AD Marlon \$ | Sanchez Annual Discl | osure | | | MARLON SANCHEZ | PENDING UCO REVIEW |
| Disclosure Filed Route Log | Informational Requests | 1 | | | | |
| File Cabinet | | | | | Add Consult | formation Request |
| Informational Requests | | | | | | |
| Related eCLAWs/ePAWs Records | Title Additional Information Request | Type | Person Joan M. Cyr, Marlon Sanchez | Last Modified © 01/27/2021 | Q Open | |
| | Showing 1 to 1 of 1 items | | | Rows per pag | te: 20 ¥ Back | 1 Next |
| | | | | | | |

Select add a consult or information request, type your question, and select the 'paper airplane' to send:

| Add Consult or Information Request | × | D-00003-AD N | larion Sanchez Annual Disclosure | BAREON SANCINZ PROVINCE LOC FEVER |
|------------------------------------|---|---|--|--|
| Туре | | azle Log | Conversation (Public) | Moneges Attachwents Users Open 🔵 🗙 |
| Information Request \checkmark | | e Cabinet Iormational Requests Jated oCLARG/oFRMs Res | | Magazet additional information from Joan N. Cyr Markon Saecher 1150-KH (12/0001 |
| User | | | | |
| Start typing a user name | | | No.Jones. Please sub-roll attack travels <u>a.s.</u> as d.g. Theorem | 0 |
| | | | Add/Machinest O Link Edisting Attachment | |
| Close Add | | | | Cancel |
| | | | | |

Getting Help Support: <u>NU-RESHC@northeastern.edu</u> Grant Officer: <u>https://research.northeastern.edu/nu-res/contact/</u> Last Updated: 2021-02-19 5. Related eCLAWs/ePAWs records shows any eCLAWs or ePAWs record that is associated with the disclosure:

| N eCD Disclosures Disclo | osures Cycles | | My Da | ashboard ePAWs eC | LAWs MS Marlon Sanc | hez |
|---|---|--|--------------------|-------------------|----------------------------------|-------------------|
| Home / eCD / Search eCD Records / 21-D-00 21-D-00003-AD Marlon S | 003-AD Marlon Sanchez Annual Disclosure anchez Annual Disclosure | | | | MARLON SANCHE | ← <u>B</u> i z |
| Disclosure Filed Route Log | Related eCLAWs/ePAWs Record | is | | | | |
| File Cabinet | ePAWs Records | | | | | |
| Related eCLAWs/ePAWs Records | ePAWs ID | Contact Department | Start Date 🗢 | End Date ≑ | Status | |
| | L 10006377.Amiji TVI | 116300 : Pharmaceutical Sciences | 01/01/2021 | 07/31/2023 | Submitted to Sponsor | |
| | 10004895 Bickmore BMC/NIH | 143000 : Khoury | 12/01/2020 | 11/30/2025 | Proposal Institutional Review | |
| | 10004906 Noubary TU/NIH | 117700 : Health Sciences | 12/01/2020 | 11/30/2025 | Proposal Institutional Review | |
| | 10004917 Bickmore BMC/NIH | 143000 : Khoury | 09/01/2020 | 08/31/2025 | Submitted to Sponsor | |
| | 20-P-00013 Cyr BMGF/NIH | 149400 : Research Administration | 08/01/2020 | 07/31/2021 | Proposal Institutional Review | |
| | Showing 1 to 5 of 24 items | F | Rows per page: 5 ~ | Back 1 | 2 <u>3 4 5</u> Next | |

- 6. Related ePAWs/eCLAWs records
 - a. Any eCLAWs or ePAWs records where the discloser is the NU contact will be listed in this section with links to the related records.

Questions

Any questions a Designated Official has about the content of the disclosure should be discussed with the Compliance Office at <u>Compliance@northeastern.edu</u>.

For all technical issues or questions about the eCD application please contact the NU-RES Help Center at <u>NU-RESHC@northeastern.edu</u>.