

# QuickCard: eCD Designated Official Role

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## Overview

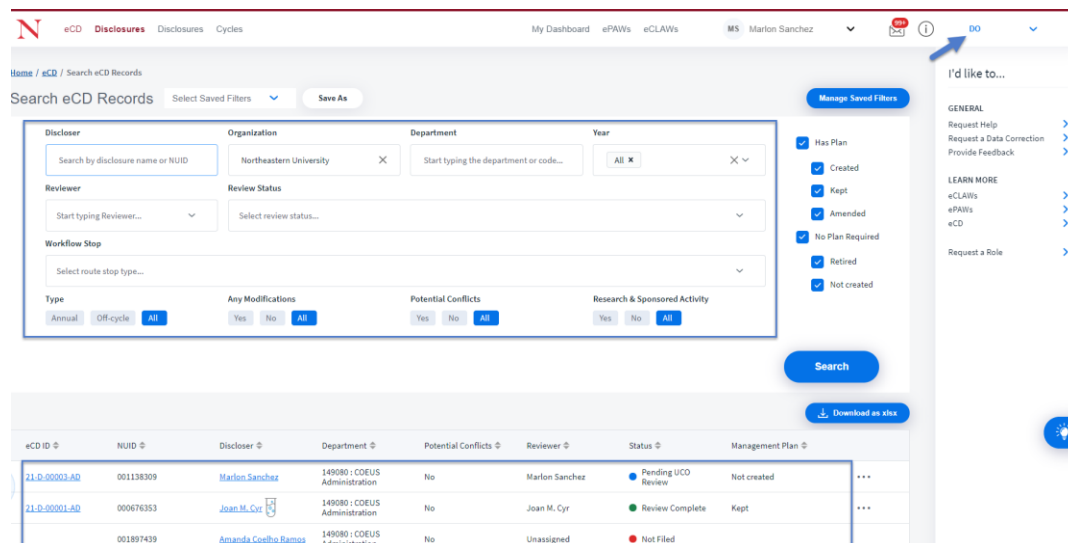
The Designated Official (DO) role allows the user to view eCD disclosures. Assignment of the DO role is customized for each individual user, and is made at the appropriate level in the NU Hierarchy (Exec/DIV/ORG). Access to eCD disclosures descends down the NU Hierarchy. For instance, user John Doe can 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:



## Getting Help

Support: [NU-RESHC@northeastern.edu](mailto:NU-RESHC@northeastern.edu)

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

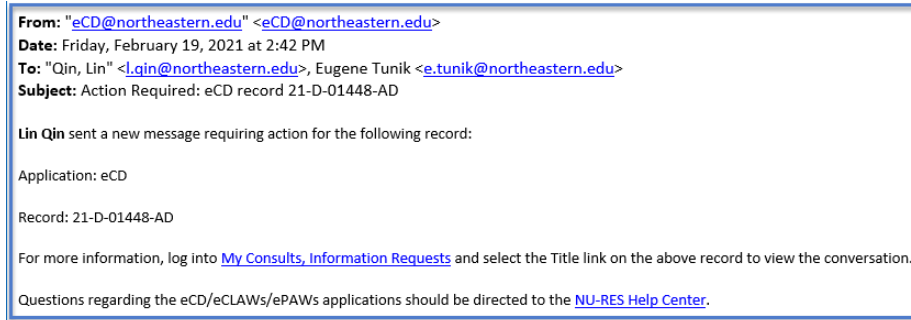
Last Updated: 2021-02-19

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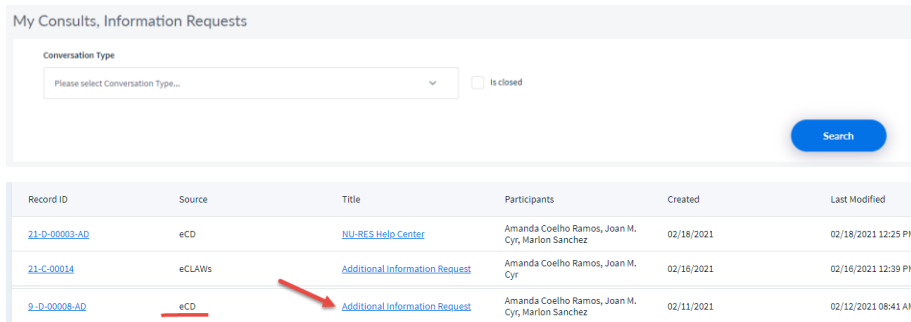
## Business Process

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

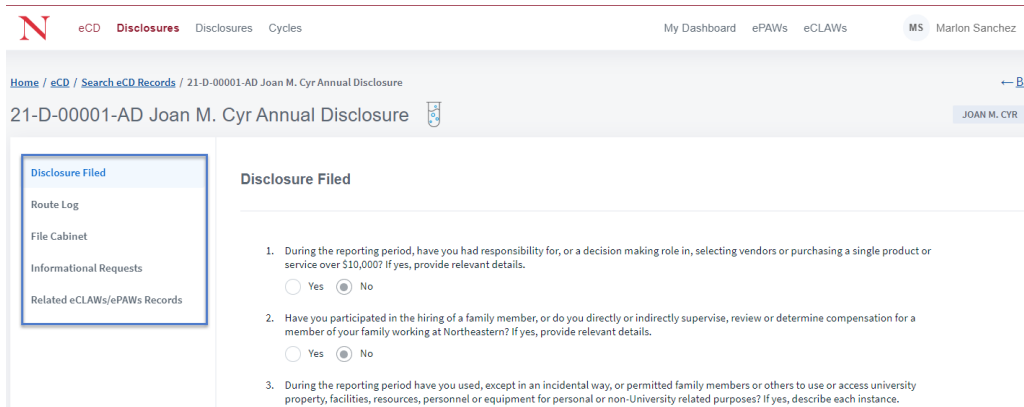
- a. The recipient will receive an email alerting them to the request for information, will indicate the application from which the message was sent, the record number, and that an Action is Required:



- 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:



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.



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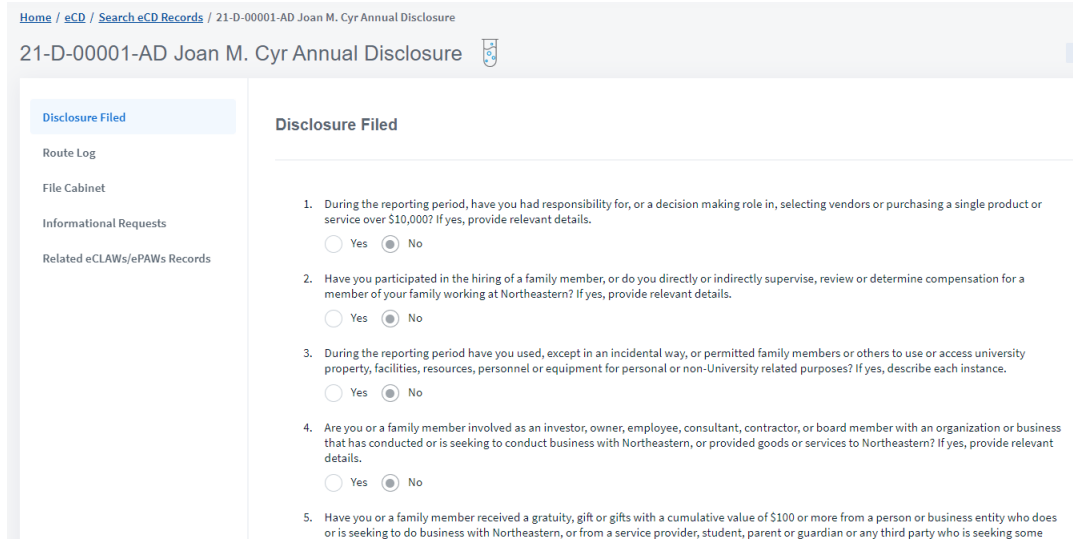
Grant Officer: <https://research.northeastern.edu/nu-res/contact/>

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# QuickCard: eCD Designated Official Role

## 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. Cyr Annual Disclosure

**Disclosure Filed**

Route Log

File Cabinet

Informational Requests

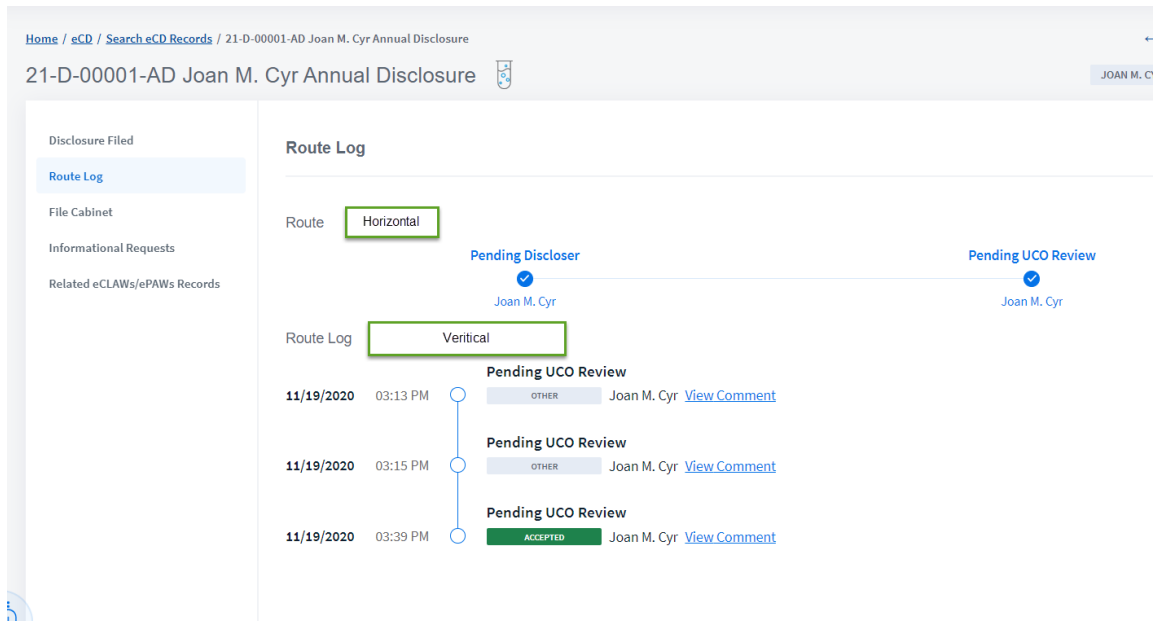
Related eCLAWs/ePAWs Records

**Disclosure Filed**

1. 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
2. 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
3. During the reporting period have you used, except in an incidental way, or permitted family members or others to use or access university property, facilities, resources, personnel or equipment for personal or non-University related purposes? If yes, describe each instance.  
 Yes  No
4. Are you or a family member involved as an investor, owner, employee, consultant, contractor, or board member with an organization or business 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
5. Have 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 does or is seeking to do business with Northeastern, or from a service provider, student, parent or guardian or any third party who is seeking some

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

**Route Log**

Route **Horizontal**

Pending Disclouser  
Joan M. Cyr

Pending UCO Review  
Joan M. Cyr

Route Log **Vertical**

**Pending UCO Review**

11/19/2020	03:13 PM	<input type="radio"/>	OTHER	Joan M. Cyr	<a href="#">View Comment</a>
11/19/2020	03:15 PM	<input type="radio"/>	OTHER	Joan M. Cyr	<a href="#">View Comment</a>
11/19/2020	03:39 PM	<input type="radio"/>	ACCEPTED	Joan M. Cyr	<a href="#">View Comment</a>

### Getting Help

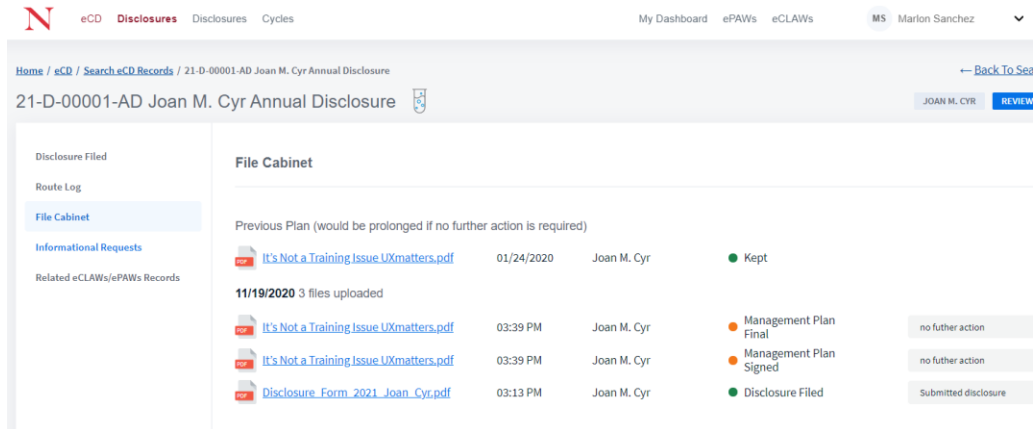
Support: [NU-RESHC@northeastern.edu](mailto:NU-RESHC@northeastern.edu)

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

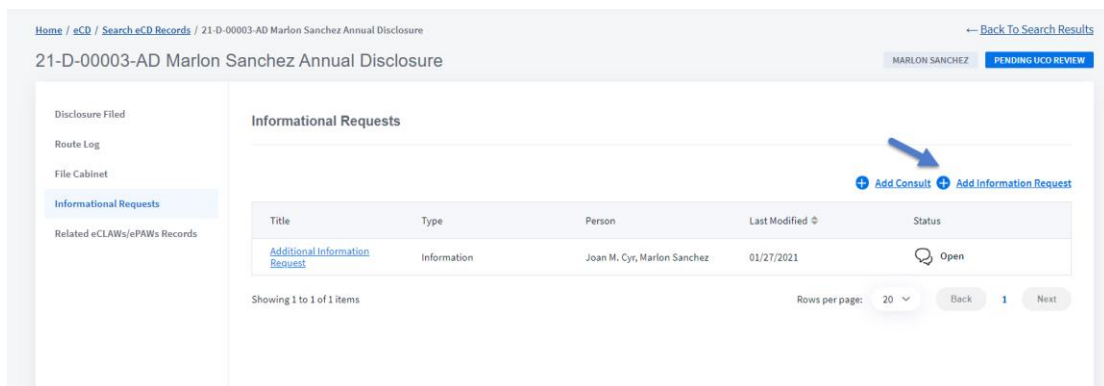
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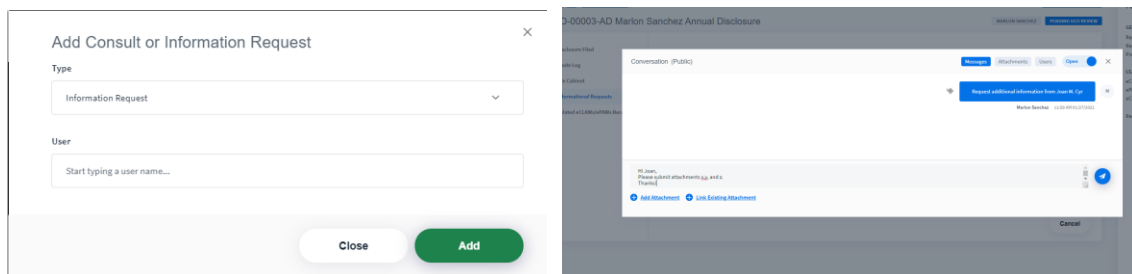
3. The file cabinet shows a list of all attachments within the disclosure:



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



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



## Getting Help

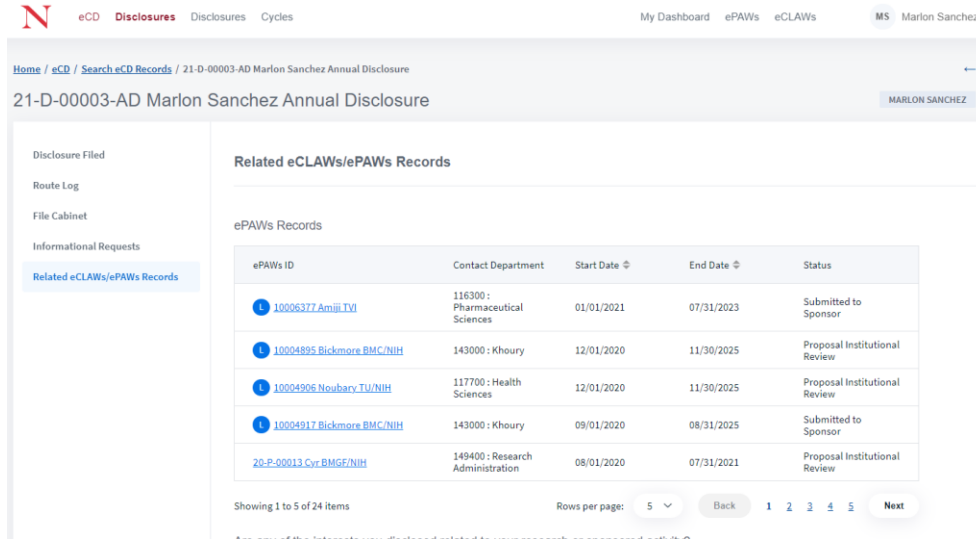
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5. Related eCLAWs/ePAWs records shows any eCLAWs or ePAWs record that is associated with the disclosure:



The screenshot shows the 'Related eCLAWs/ePAWs Records' section of the eCD application. It features a table with the following data:

ePAWs ID	Contact Department	Start Date	End Date	Status
<a href="#">10006377.Amiji.TVI</a>	116300: Pharmaceutical Sciences	01/01/2021	07/31/2023	Submitted to Sponsor
<a href="#">10004895.Bickmore.BMC/NIH</a>	143000: Khoury	12/01/2020	11/30/2025	Proposal Institutional Review
<a href="#">10004906.Noubary.TU/NIH</a>	117700: Health Sciences	12/01/2020	11/30/2025	Proposal Institutional Review
<a href="#">10004917.Bickmore.BMC/NIH</a>	143000: Khoury	09/01/2020	08/31/2025	Submitted to Sponsor
<a href="#">20-P-00013.Cyr.BMGE/NIH</a>	149400: Research Administration	08/01/2020	07/31/2021	Proposal Institutional Review

Below the table, it indicates 'Showing 1 to 5 of 24 items' and provides pagination controls for 5 rows per page, with buttons for 'Back', '1', '2', '3', '4', '5', and '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 [Compliance@northeastern.edu](mailto:Compliance@northeastern.edu).

For all technical issues or questions about the eCD application please contact the NU-RES Help Center at [NU-RESHC@northeastern.edu](mailto:NU-RESHC@northeastern.edu).

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