

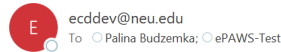
QuickCard: Info Requests

Information Requests

Responding to an Information Request

- The recipients 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:

Action Required: eCD record 27-D-00001-OC [Re-routed from: Curtin, Andrew <a.curtin@northeastern.edu>;Boyle-Lynch, Jennifer <j.boyle-lynch@r



AYDIN, DZIYANA sent a new message requiring action for the following record:

Application: eCD
Record: 27-D-00001-OC

Status: Under Review - UCO Review

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 [NU-RES Help Center](#).

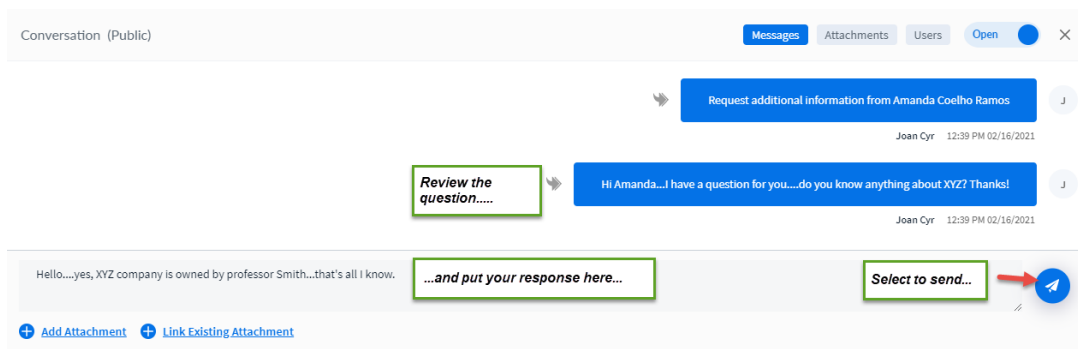
- Recalling the record number shown in the email, the recipient selects the “My Consults, Information Requests” link in the email, logs into the system, and selects the “Additional Information Request” link on the Record ID line within the “All of My Active Consults & Information Requests” widget...*This will take you directly to the chat:*

ALL OF MY ACTIVE CONSULTS & INFORMATION REQUESTS

Record ID	Source	Title	Participants	Created	Last Modified
28-D-00002-AD	eCD	Additional Information Request	AYDIN, DZIYANA, Cyr, Joan M.	01/06/2025	01/07/2025 05:16 PM

a. Note: Users can also access the chat by selecting the Record ID link, navigating to the Information Requests tab, and then selecting the title link.

- Review the chat, respond in the chat window, adding any new attachments as required, then select the airplane (send) button to respond back to the reviewer; then close the chat window:



Getting Help:

Support: NU-RESHC@northeastern.edu

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

Last Updated: 1-7-25