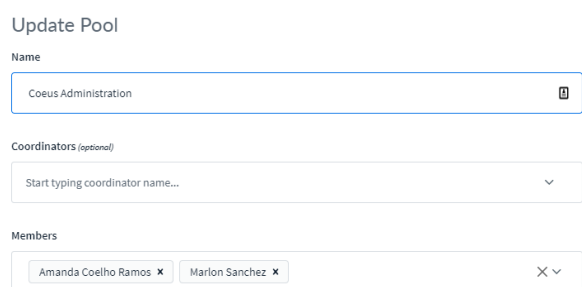


Contents

- A. eCLAWs Administration Pool..... 1
- B. College Admin Process 1

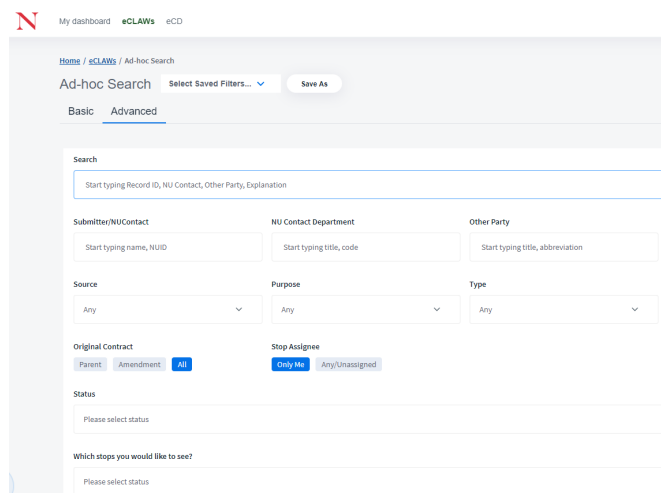
A. eCLAWs Administration Pool

A pool of administrators in a related college or department with the ability to drill into related records and make any changes that a Submitter could make to an eCLAWs record, acting as a proxy to the Submitter; College Administrator’s name is recorded in the Vertical Route if they take action on the record; College Administrators do NOT replace the Submitter on the record.



B. College Admin Process

- In eCLAWs Submitter Role select Search >> Ad-hoc Search: Advanced: search by one field or multiple fields



Getting Help

Support: NU-RESHC@northeastern.edu

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

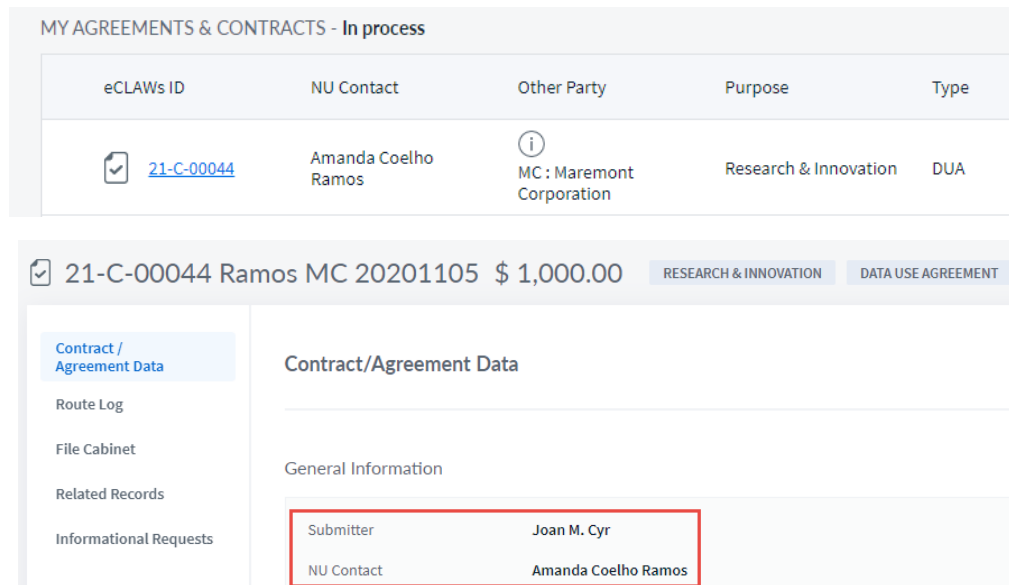
Last Updated: 11/18/2020



- When user selects the 'search' button, the search result appears; Open the record and make any necessary changes/take action

Example:

Step 1: College Admin Sanchez searches/selects record 21-C-00044 (Submitter Cyr, NU Contact Ramos) in an associated college/department:



MY AGREEMENTS & CONTRACTS - In process

eCLAWs ID	NU Contact	Other Party	Purpose	Type
<input checked="" type="checkbox"/> 21-C-00044	Amanda Coelho Ramos	<input type="checkbox"/> MC : Maremont Corporation	Research & Innovation	DUA

21-C-00044 Ramos MC 20201105 \$ 1,000.00 RESEARCH & INNOVATION DATA USE AGREEMENT

Contract / Agreement Data

Route Log

File Cabinet

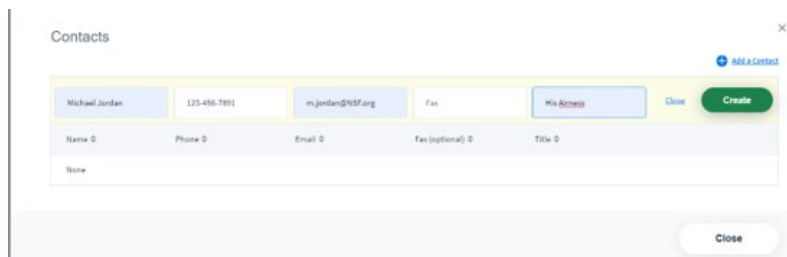
Related Records

Informational Requests

General Information

Submitter	Joan M. Cyr
NU Contact	Amanda Coelho Ramos

Step 2: College Admin Sanchez adds a contact, selects purpose & type, answers questions on special provisions screen, and submits contract.



Contacts

Michael Jordan	123-456-7891	m.jordan@nu.org	Fax	No Address	Close	Create
Name *	Phone *	Email *	Fax (optional) *	Title *		
None						


Getting Help

Support: NU-RESHC@northeastern.edu

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

Last Updated: 11/18/2020

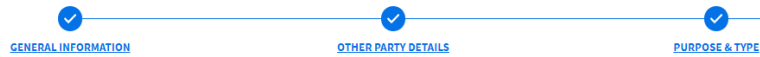


 Research & Innovation

Agreement or Contract Type (i)

Data Use Agreement

21-C-00044 Cyr MC 20201105 \$ 1,000.00 RESEARCH & INNOVATION DATA USE AGREEMENT



Please answer the following questions

Purpose-specific Questions

1. Please confirm that the Other Party's contact information, including name, email address and phone #, are listed in the "OTHER PARTY DETAILS" -- Section 2 -- of this eCLAWs record.

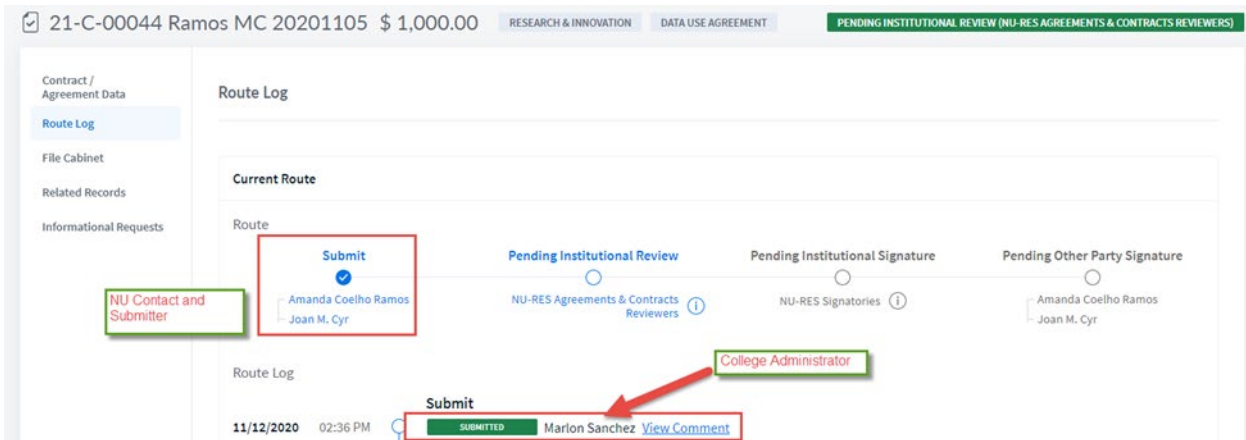
Confirmed

2. Is this agreement related to another active agreement, such as a Sponsored Research Agreement (SRA)? If so, please provide either the NU-RES Tracking Number, or attach the agreement file in the field below.

Yes No

Attachments (optional)

Step 3: Vertical route Log shows college admin who made the changes:



Getting Help

Support: NU-RESHC@northeastern.edu

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

Last Updated: 11/18/2020

