eCLAWs Administration Pool

Northeastern University
Research Enterprise Services

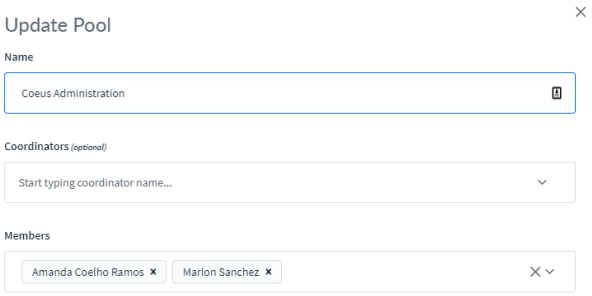
Contents

A. eCLAWs Administration Pool.....1

B. College Admin Process 1

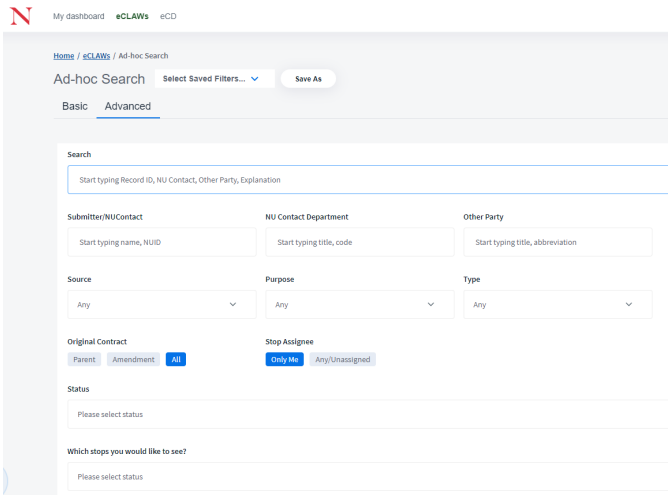
A. eCLAWs Administration Pool

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/

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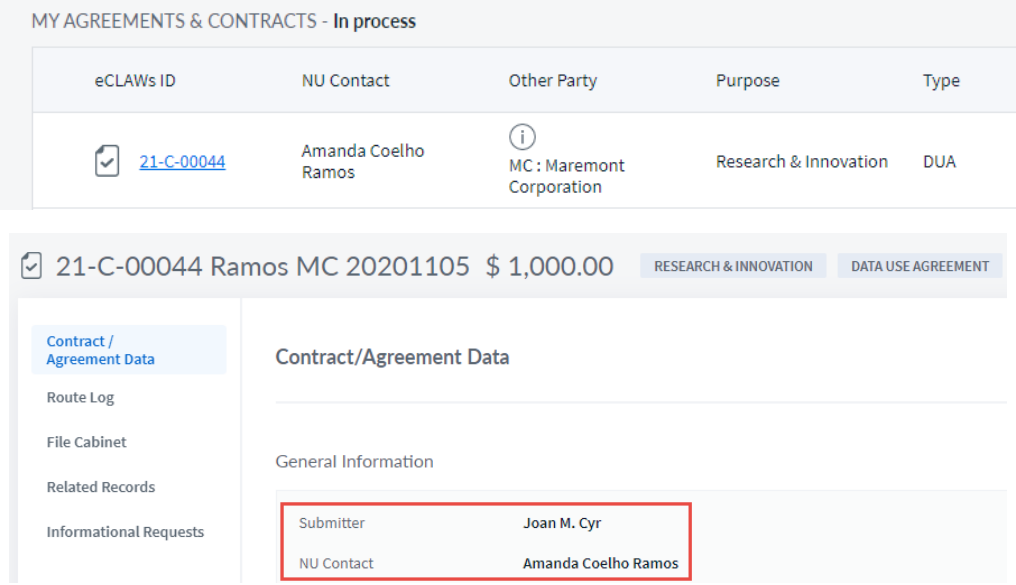
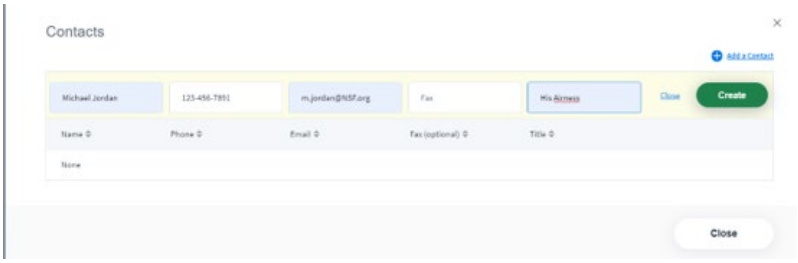
- When user selects the 'search' button, the search result appears; Open the record and make any necessary changes/take action

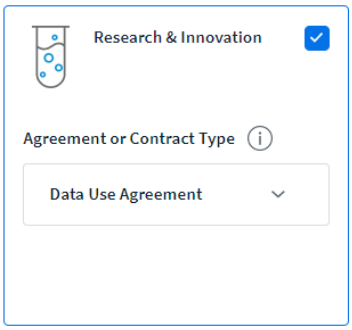
Example:

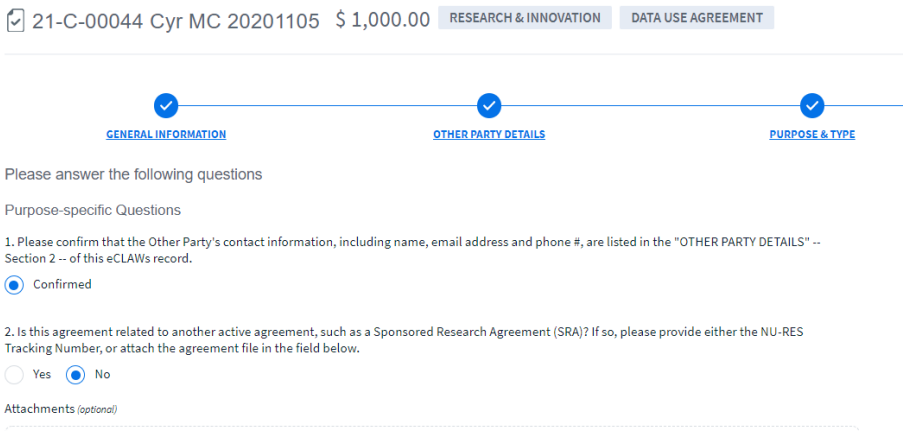
Step 1: College Admin Sanchez searches/selects record 21-C-00044 (Submitter Cyr, NU Contact Ramos) in an associated college/department:



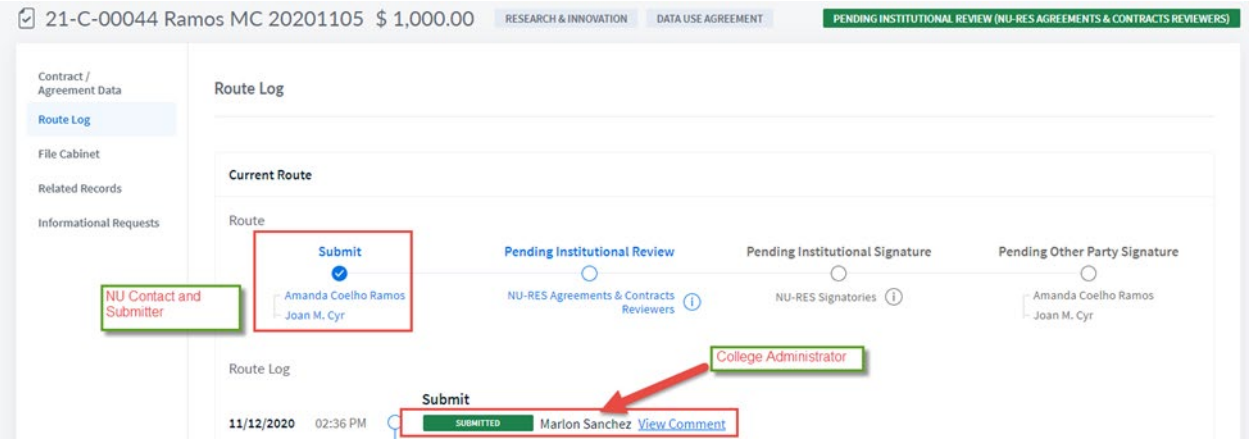
Step 2: College Admin Sanchez adds a contact, selects purpose & type, answers questions on special provisions screen, and submits contract.







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



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