

QuickCard: eCLAWs Agreement Types

eCLAWs is a simple contract and agreement workflow system that asks questions to help the user provide the right information needed by the Reviewer(s) and Signatorie(s) in order to process agreements requiring NU signature as quickly as possible.

eCLAWs contracts are routed based on the Purpose and Type.

PURPOSE: Research and Innovation

Please note: in order to process prior approval requests (no cost extensions, carryover, etc.) a [Transaction](#) form must be routed to NU-RES for review. If sponsor approval is granted via an agreement requiring NU signature, an eCLAWs record will also be required to process the action.

Agreement TYPES:

Material Transfer Agreement (MTA):

- An agreement between two parties governing the transfer/exchange of physical materials from one entity to another. An MTA will address permitted uses, intellectual property, publication and ownership of all materials between the parties. MTAs typically do not include payment terms - Usually unfunded.

Purpose-specific Questions

Research & Innovation + Add Question

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. ...
Answer Type: Radio Group
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. ...
Answer Type: Yes/No with comment

Type-specific Questions

Material Transfer Agreement + Add Question

1. Which party is providing materials? ...
Answer Type: Radio Group
2. Provide a description of the material to be transferred. ...
Answer Type: Free form text
3. Is the material a chemical? ...
Answer Type: Yes/No
4. Is the material biological? If yes, attach [approval in the field below \(required\).](https://www.northeastern.edu/ehs/ehs-programs/biosafety/) ...
Answer Type: Yes/No
5. Does the material contain rDNA or DNA? ...
Answer Type: Yes/No
6. Attach any applicable approvals (i.e. Institutional Animal Care and Use Committee ([IACUC](https://research.northeastern.edu/animalcare/nu-iacuc/)), Institutional Biosafety Committee ([IBS](https://www.northeastern.edu/ehs/ehs-programs/biosafety/)), etc.) ...
Answer Type: Free form text

- Data Use Agreement - DUA (a.k.a. Data Transfer and Use Agreement – DTUA)
 - An agreement between two parties governing the transfer/exchange of data that has been developed by nonprofit, government or private industry, where the data is subject to some restrictions on its use (i.e. human subjects data). A DUA will address permitted

Getting Help

Support: NU-RESHC@northeastern.edu

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

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uses and any security requirements for the data being exchanged. DUAs typically do not include payment terms - Usually unfunded.

Purpose-specific Questions

Research & Innovation + Add Question

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Answer Type: Radio Group
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. ...
Answer Type: Yes/No with comment

Type-specific Questions

Data Use Agreement + Add Question

1. Which party is providing data? ...
Answer Type: Radio Group
2. Does the data contain Human Subjects Data? If your data related to humans is de-identified, it is not subject to 45 CFR 46 and does not constitute human research subject activities. For more information, please visit the <https://research.northeastern.edu/nu-res/all-resources/> target="_blank" rel="noopener">NU-RES Resources website and select the Human Subjects Determination Form. If your research includes de-identified Human Subjects data, describe the data being exchanged below. ...
Answer Type: Yes/No
1. If yes, the data contains which type(s) of Human Subjects data? For more information, please visit the <https://research.northeastern.edu/nu-res/all-resources/> target="_blank" rel="noopener">NU-RES Resources website and select the Human Subjects Determination Form. ...
Answer Type: Multiselect
3. For identifiable Human Subjects data being provided by NU, does the NU IRB-approved <https://research.northeastern.edu/hsrp/forms/> target="_blank" rel="noopener">Informed Consent Form include authorization to disclose the data to third parties for research purposes? Please attach the NU IRB-approved Informed Consent Form in the field below, as applicable. ...
Answer Type: Multiselect
4. For data being provided by the Other Party to NU, is that organization a <https://www.hhs.gov/hipaa/for-professionals/covered-entities/index.html> target="_blank" rel="noopener">Covered Entity as defined by HIPAA? ...
Answer Type: Radio Group
5. For data being provided by the Other Party to NU, is the data derived from an externally funded research project? ...
Answer Type: Radio Group
6. If Other Party provided data is derived from an externally funded research project, please provide the funding agency name and award number. Otherwise, enter "N/A" in the comment box below. ...
Answer Type: Free form text
7. Describe the data being exchanged. ...
Answer Type: Free form text
8. What is the purpose of the data exchange? ...
Answer Type: Free form text

- Non-Disclosure Agreement (NDA): Mutual/One-Way
 - A legal contract between at least two parties that outlines confidential material, knowledge, or information that the parties wish to share with one another for certain

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purposes, but to which they wish to restrict access - Usually unfunded.

Purpose-specific Questions

Research & Innovation + Add Question

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. ...
Answer Type: Radio Group
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. ...
Answer Type: Yes/No with comment

Type-specific Questions

Non-Disclosure Agreement - Mutual + Add Question

1. What is the purpose of the exchange of confidential information? ...
Answer Type: Multiselect
2. Describe the scope/field of information being disclosed. ...
Answer Type: Free form text

Non-Disclosure Agreement - One Way + Add Question

1. Which party is providing information? ...
Answer Type: Multiselect
2. What is the purpose of the exchange of confidential information? ...
Answer Type: Multiselect
3. Describe the scope/field of information being disclosed. ...
Answer Type: Free form text

- **Funded Agreement - Contract:**
 - A contract is a procurement mechanism for procurement of a product or service with specific obligations for both sponsor and recipient. Includes contracts from federal, state, or local government. This includes contract modifications that don't obligate funds (e.g. ~~no cost extensions~~ change of PI, carryover mods, etc.), and incoming subcontracts under prime FAR contracts.

Purpose-specific Questions

Research & Innovation + Add Question

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. ...
Answer Type: Radio Group

Type-specific Questions

Same as Funded Agreement - Industry

Funded Agreement - Contract + Add Question

1. Please confirm that the ePAWs record number is listed in the "GENERAL INFORMATION" -- Section 1 -- of this eCLAWs record. ...
Answer Type: Yes/No with comment

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- **Funded Agreement – Contract NCE:**
 - A no cost extension (NCE) modification related to a federal, state, or local government contract that requires NU signature. NCEs receive priority review that is why they have their own agreement type.

Purpose-specific Questions

Research & Innovation + Add Question

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. ...

Answer Type: Radio Group

Type-specific Questions

Funded Agreement - Contract - NCE + Add Question

1. Please confirm that the Banner Grant code is listed in the "Brief Explanation" field on the "GENERAL INFORMATION" -- Section 1 -- of this eCLAWs record. ...

Answer Type: Yes/No

- **Funded Agreement – Industry:**
 - Award agreement where the funding originates from private, for-profit sources. This includes agreement amendments that don't obligate funds (e.g. ~~no cost extensions~~, change of PI, carryover mods, etc.).

Purpose-specific Questions

Research & Innovation + Add Question

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. ...

Answer Type: Radio Group

Type-specific Questions

Funded Agreement - Industry + Add Question

1. Please confirm that the ePAWs record number is listed in the "GENERAL INFORMATION" -- Section 1 -- of this eCLAWs record. ...

Answer Type: Yes/No with comment

- **Funded Agreement – Industry – NCE:**
 - A no cost extension (NCE) amendment related to an industry award that requires NU signature. NCEs receive priority review that is why they have their own agreement type.

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Purpose-specific Questions

Research & Innovation + Add Question

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. ...
Answer Type: Radio Group

Type-specific Questions

Funded Agreement - Industry - NCE + Add Question

1. Please confirm that the Banner Grant code is listed in the "Brief Explanation" field on the "GENERAL INFORMATION" -- Section 1 -- of this eCLAWs record. ...
Answer Type: Yes/No

- **Funded Agreement - All Others:**
 - This type is meant to cover federal grants and incoming subgrants; Intergovernmental Personnel Act (IPA) agreements; foundation (non-profit) awards and incoming subawards. This also includes agreement amendments that don't obligate funds (e.g. ~~no-cost extensions~~, change of PI, carryover mods, etc.).

Purpose-specific Questions

Research & Innovation + Add Question

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. ...
Answer Type: Radio Group

Type-specific Questions

Funded Agreement - All Others + Add Question

1. Please confirm that the ePAWs record number is listed in the "GENERAL INFORMATION" -- Section 1 -- of this eCLAWs record. ...
Answer Type: Yes/No with comment
2. Please attach an updated budget if the awarded amount differs from what was proposed. Please include updated budgets for any subawards that will be affected. ...
Answer Type: Radio Group
3. Have there been any changes to the "Investigators" (individuals responsible for the design, conduct, or reporting of the research) for this project since the proposal (or if amendment, since the most recent progress report)? ...
Answer Type: Yes/No with comment
4. If the Sponsor or Prime is NSF or an NIH T/K/F award (1T01/1K01/1F01 etc), please confirm that the PI is tracking the completion of all required RCR training for graduate/undergraduate students or post-doctoral fellows on this award. ...
Answer Type: Radio Group

- **Funded Agreement - All Others – NCE:**
 - A no cost extension (NCE) amendment related to a federal grant or subgrants; Intergovernmental Personnel Act (IPA) agreement; foundation (non-profit) award or

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subaward that requires NU signature. NCEs receive priority review that is why they have their own agreement type.

Purpose-specific Questions

Research & Innovation + Add Question

- 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. ...
Answer Type: Radio Group

Type-specific Questions

Funded Agreement - All Others - NCE + Add Question

- Please confirm that the Banner Grant code is listed in the "Brief Explanation" field on the "GENERAL INFORMATION" -- Section 1 -- of this eCLAWs record. ...
Answer Type: Yes/No

- **Outgoing Subaward – *NU-RES Initiated:***
 - An agreement issued by Northeastern University to a subrecipient under a prime award to carry out a portion of the award.
 - **NO QUESTIONS ASKED**
- **Outgoing Subaward – *Department Request:***
 - Same as above, but initiated by the department

Purpose-specific Questions

Research & Innovation + Add Question

- 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. ...
Answer Type: Radio Group

Type-specific Questions

Outgoing Subaward - Department Request + Add Question

- Is this an amendment? ...
Answer Type: Yes/No
- What kind of amendment is needed? ...
Answer Type: Multiselect
- If other change, please describe: ...
Answer Type: Free form text
- Incremental Start Date: ...
Answer Type: Free form text
- Incremental End Date: ...
Answer Type: Free form text
- The PI has confirmed that s/he is monitoring the performance of the subrecipient and finds it to be: ...
Answer Type: Radio Group
- Fund #: ...
Answer Type: Free form text
- Account Code (e.g. 78050): ...
Answer Type: Free form text
- Is there an exchange of Human Subjects Data? ...
Answer Type: Yes/No
- Who is providing the data? ...
Answer Type: Radio Group
- Is the data de-identified? ...
Answer Type: Yes/No

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- Other Agreement – Unfunded:
 - All other Unfunded research related agreements. This type can include such agreements as memorandum of understandings, intellectual property agreements, and teaming agreements.

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Research & Innovation + Add Question

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Answer Type: Radio Group
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. ...
Answer Type: Yes/No with comment

Type-specific Questions

Other Agreement - Unfunded + Add Question

1. Describe the agreement being submitted for review. ...
Answer Type: Free form text
2. What is the purpose of the agreement? ...
Answer Type: Free form text

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