

QuickCard: Checking the Status of an Agreement Review

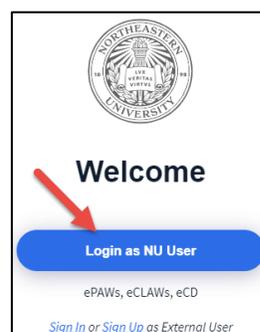
Checking the Status of your Agreement

Once an agreement has been submitted in eCLAWs for review, the submitter can check the status of the review at any time. There are several locations in the record which provide information: Dashboard Status Column, Contract/Agreement Data Summary, and Route Log.

NOTE: A TEST version of eCLAWs has been created for users to review/train/practice. To access the TEST environment, log into [eCLAWs-TEST](#) with your My Northeastern credentials. The Production environment should only be used for actual contract and agreement submissions.

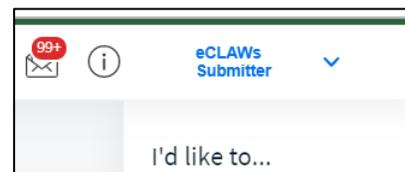
Logging in to eCLAWs

1. Log into the PRODUCTION [eCLAWs](#) environment with your My Northeastern credentials:

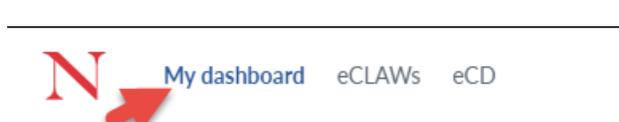


Checking the Dashboard Status Column

1. The Status Column is located on the Submitter Dashboard. To get to the dashboard, select the role of eCLAWs Submitter from the Roles Dropdown Menu in the top right corner.



2. Select "My Dashboard" from the top menu, and scroll down to "My Agreements & Contracts." (Menu view depends on the Zoom setting in your browser...)



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- On the My Agreements and Contracts - In process dashboard, contracts are listed with the most recent “Last Modified” date at the top. The Status column shows the workflow stop where the contract is currently in process.

eCLAWs ID	NU Contact	Other Party	Purpose	Type	Start - End Dates	Last Modified	Status
20-C-00166	Kelly Sylvia Basner	RC : Raytheon Company	Research & Innovation	NDA - 2way		12/12/2019	Review Complete
20-C-00165	Kelly Sylvia Basner	Genentech : Genentech	Research & Innovation	NDA - 2way		12/10/2019	Under Review - Pending Institutional Review

Checking the Contract/Agreement Data Summary Page

The review status and sub-status are displayed within the record, in the status bar. The status bar is located in the upper right corner of the record:

20-C-00164 Cyr Biogen 20191209 \$ 0.00

RESEARCH & INNOVATION NON-DISCLOSURE AGREEMENT - MUTUAL

PENDING INSTITUTIONAL REVIEW (NU-RES AGREEMENTS & CONTRACTS REVIEWERS) - AWAITING COMMENT FROM OTHER PARTY

Contract / Agreement Data

Route Log

File Cabinet

Contract/Agreement Data

As the Institutional Reviewer please review the contract and if all looks good, please submit it to for the further signature. Feel free to specify the sub-status of the review.

The “Last Comment” field on the “Contract/Agreement Data” summary page shows the last action taken:

20-C-00164 Cyr Biogen 20191209 \$ 0.00

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As the Institutional Reviewer please review the contract and if all looks good, please submit it to for the further signature. Feel free to specify the sub-status of the review.

Last Comment

Joan M. Cyr commented at 12/18/2019 09:24 AM
 Review status updated to Awaiting comment from Other Party. Sent to Biogen contact for comment...

Checking the Route Log

For a detailed review of the workflow, review the record’s “Route Log.”

- Select the record from the My Agreements & Contracts – In Process dashboard

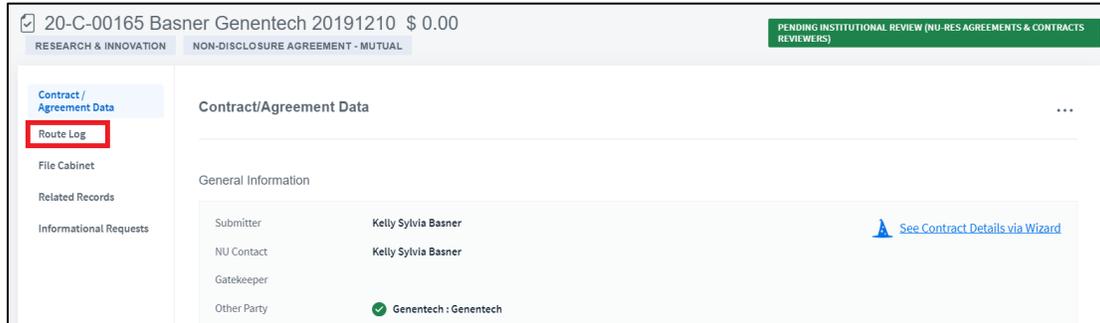
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20-C-00165	Kelly Sylvia Basner	Genentech : Genentech	Research & Innovation	NDA - 2way

Getting Help
 Support: NU-RESHC@northeastern.edu
 Grant Officer: <https://research.northeastern.edu/nu-res/contact/>



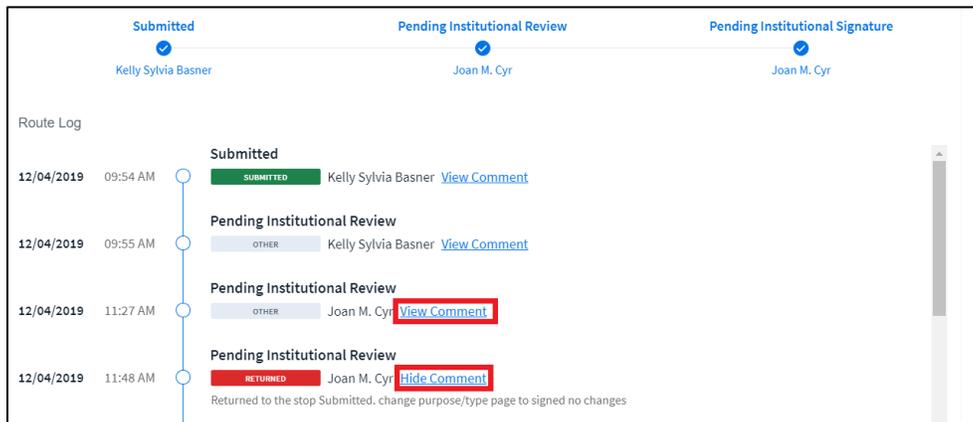
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2. Select “Route Log” from the left menu:



The route log lists both current workflow (horizontally), and detailed actions (vertically) taken on the record, ordered from the oldest actions to the most recent.

To find out more information about any action on the route log, select “View Comment” and scroll if necessary to view. To close the comment, select ”Hide Comment.”



In the above example, the institutional reviewer returned the record to the submitter for a correction of the record.

For additional assistance with the eCLAWS application, please contact the [NU-RES Help Center](#).