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:

![Welcome to eCLAWS](image)

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....)

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

Last Updated: 4/17/2020
3. 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.

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:

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

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

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

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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.