



### eCLAWS Gatekeeper Introduction:

eCLAWS is a simple contract and agreement workflow system that asks questions to help contract submitters provide the right information needed by the Gatekeeper, Reviewer(s), and Signatories in order to process contracts as quickly as possible.

*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.*

The eCLAWS application follows the existing [Gatekeeper business process](#), whereby the school/business unit Gatekeeper is responsible for the business review of contracts. There is a primary Gatekeeper, and one or two alternates assigned at ORG, DIV, and/or EXEC levels of the Banner Hierarchy.

As a Gatekeeper, your dashboard provides the list of items associated with you in your role as Gatekeeper; keeping the eCLAWS dashboard open on your desktop is the easiest way to see the work in your pool/queue.

Gatekeeper, Reviewer, and Signatory are roles in the eCLAWS workflow; for each of these roles, contracts are sent to the associated pool; no contract is automatically assigned to a person with that role (e.g. the Primary Gatekeeper). The business process governs that the Primary Gatekeeper should monitor the work sent to the pool, and assign appropriate records to themselves.

As Gatekeeper, you will only see work in your pool if you have been assigned the Gatekeeper role, and are affiliated with the department of the NU Contact specified in the eCLAWS record.

Colored dots in the dashboard at the “Submitted to Stop” column are used to visually indicate how long the record has been at a the stop in the workflow

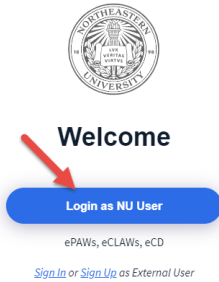
eCLAWS ID	NU Contact	Other Party	Purpose	Type	Status	Owner	Submitted to Stop
<a href="#">20-C-00057</a>	Kelly Sylvia Basner	UES : Universal Energy Systems	Research & Innovation	Test DUA	Under Review - Pending Institutional Review	Unassigned	08/27/2019
<a href="#">20-C-00051</a>	Timur External QA Lead	ADE : Active Data Exchange	Purchase of Goods & Services (Procurement)	Gallery 360	Under Review - Pending Institutional Review	timur djuraev	08/20/2019
<a href="#">20-C-00031</a>	Marlon Sanchez	LL : MIT Lincoln Laboratory	Purchase of Goods & Services (Procurement)	Lease: Equip	Under Review - Pending Institutional Review	Unassigned	08/05/2019
<a href="#">20-C-00030</a>	Marlon Sanchez	MIT : Massachusetts Institute of Technology	Purchase of Goods & Services (Procurement)	Hotel	Under Review - Pending Institutional Review	Unassigned	08/05/2019
<a href="#">19-C-00212</a>	Dana Carroll	EPAM	Research & Innovation	NDA - 2way	Under Review - Pending Institutional Review	Dana Carroll	06/24/2019
<a href="#">19-C-00189</a>	Joan M. Cyr	Colonnade Hotel	Purchase of Goods & Services (Procurement)	Hotel	Under Review - Pending Institutional Review	Joan M. Cyr	06/13/2019


At the Gatekeeper stop, the dots change at shorter intervals than they do at Reviewer or Signatory stops. This table indicates the intervals at which the dot colors change:

	Blue dot	Yellow dot	Red dot
Gatekeeper	1-7 days at stop	8-14 days at stop	15+ days at stop
Reviewers & Signatories	1-14 days at stop	15-30 days at stop	31+ days at stop

## Gatekeeper Review process in eCLAWs (Production)

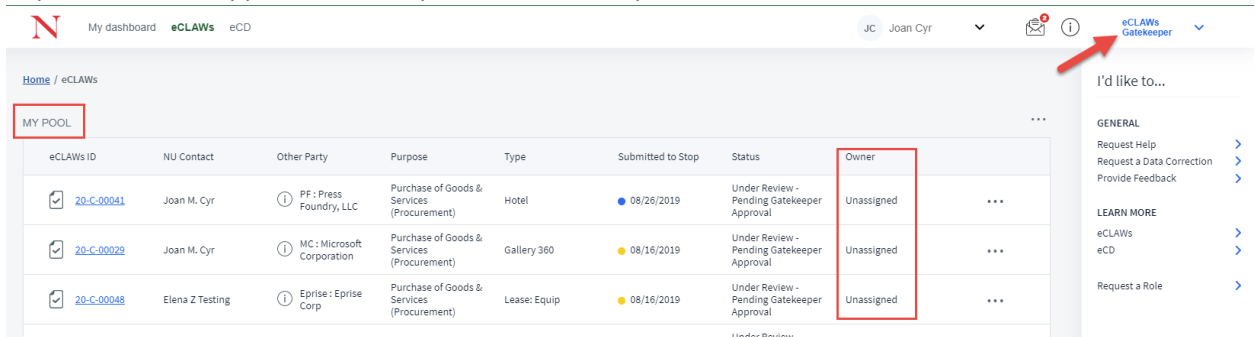
1. Log into [eCLAWs](#) with your My Northeastern credentials:



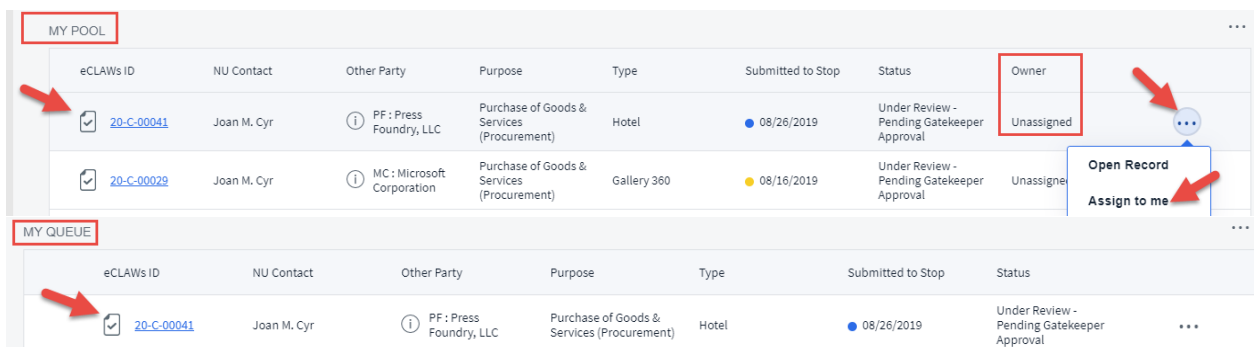
2. Upon login, confirm the eCLAWs Gatekeeper role in the upper right corner of the screen is shown; To manually select the role, pull the 'dropdown'  and select:



3. The eCLAWs application is built on Role + ORG access; If you have the Gatekeeper Role, and have been assigned Gatekeeper affiliation with specific departments, contracts associated with those departments will appear in the "My Pool" section of your eCLAWs dashboard:

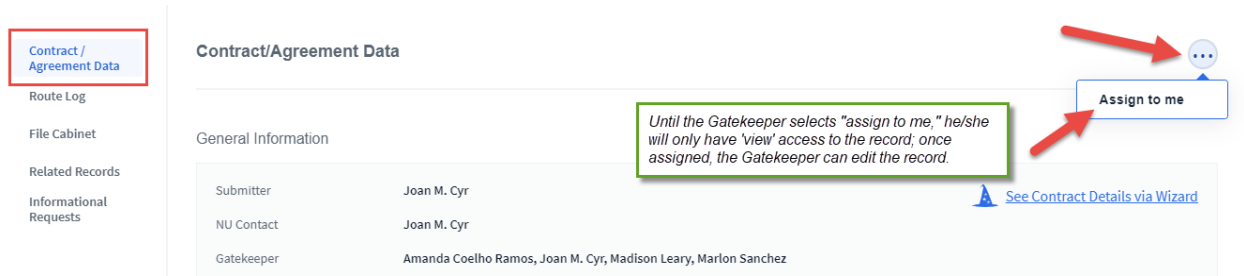


4. All submitted eCLAWs contracts are sent to the Gatekeeper Pool; any Gatekeeper who is assigned Gatekeeper responsibility for specific schools/units, and who has been assigned the Gatekeeper role in eCLAWs, can select a contract to process. Once you select a contract to process, the contract moves from your "Pool" to your "Queue." To select a contract to process, select the 3 action dots on the right side of the contract's dashboard entry, and choose "Assign to me:"



The contract moves from "My Pool" unassigned, to "My Queue" and is assigned to you.

Alternatively, you can open the record from “My Pool,” and “Assign to Me” from inside the record:



**Contract/Agreement Data**

Route Log

File Cabinet

Related Records

Informational Requests

General Information

Submitter: Joan M. Cyr

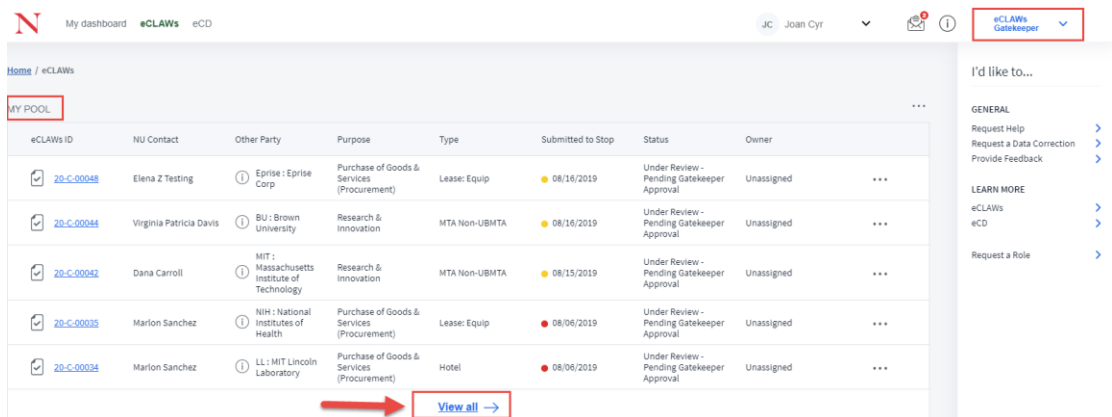
NU Contact: Joan M. Cyr

Gatekeeper: Amanda Coelho Ramos, Joan M. Cyr, Madison Leary, Marlon Sanchez

[See Contract Details via Wizard](#)

Assign to me

- Alternate Gatekeepers can also see work sent to the pool, but the business process dictates that he/she doesn’t initially act on it...the Primary Gatekeeper does.
- Monitoring the colored dots can assist in determining a delay in processing due to the Primary Gatekeeper availability/workload.
- By selecting “View All” in the “My Pool” widget, and searching for all records with Review Status of “Pending Gatekeeper Approval,” Alternate Gatekeepers can monitor the work in workflow:



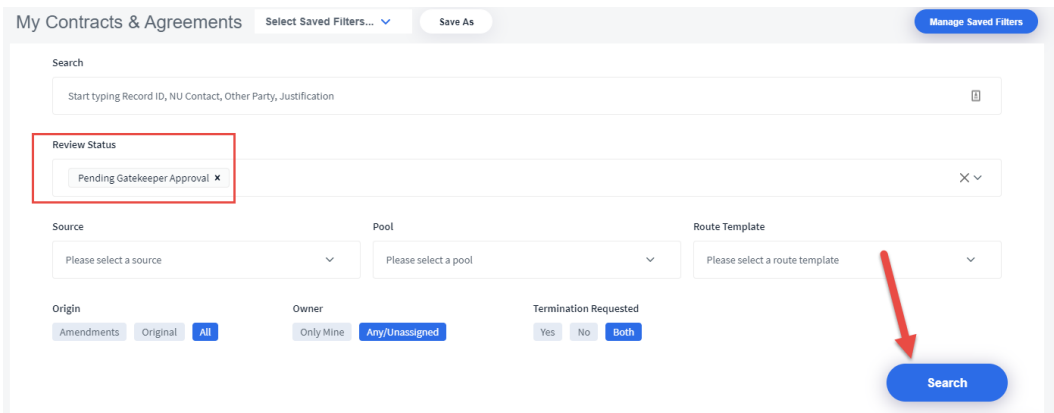
My dashboard eCLAWs eCD

Home / eCLAWs

**MY POOL**

eCLAWs ID	NU Contact	Other Party	Purpose	Type	Submitted to Stop	Status	Owner
<a href="#">20-C-00048</a>	Elena Z Testing	Eprise : Eprise Corp	Purchase of Goods & Services (Procurement)	Lease: Equip	08/16/2019	Under Review - Pending Gatekeeper Approval	Unassigned
<a href="#">20-C-00044</a>	Virginia Patricia Davis	BU : Brown University	Research & Innovation	MTA Non-UBMTA	08/16/2019	Under Review - Pending Gatekeeper Approval	Unassigned
<a href="#">20-C-00042</a>	Dana Carroll	MIT : Massachusetts Institute of Technology	Research & Innovation	MTA Non-UBMTA	08/15/2019	Under Review - Pending Gatekeeper Approval	Unassigned
<a href="#">20-C-00035</a>	Marlon Sanchez	NIH : National Institutes of Health	Purchase of Goods & Services (Procurement)	Lease: Equip	08/06/2019	Under Review - Pending Gatekeeper Approval	Unassigned
<a href="#">20-C-00034</a>	Marlon Sanchez	LL : MIT Lincoln Laboratory	Purchase of Goods & Services (Procurement)	Hotel	08/06/2019	Under Review - Pending Gatekeeper Approval	Unassigned

[View all](#)



My Contracts & Agreements

Select Saved Filters... Save As Manage Saved Filters

Search: Start typing Record ID, NU Contact, Other Party, Justification

**Review Status**: Pending Gatekeeper Approval

Source: Please select a source

Pool: Please select a pool

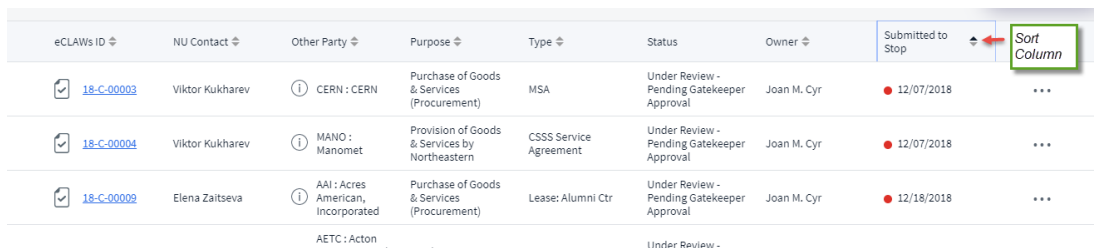
Route Template: Please select a route template

Origin: Amendments Original All

Owner: Only Mine Any/Unassigned

Termination Requested: Yes No Both

[Search](#)



eCLAWs ID	NU Contact	Other Party	Purpose	Type	Status	Owner	Submitted to Stop
<a href="#">18-C-00003</a>	Viktor Kukharev	CERN : CERN	Purchase of Goods & Services (Procurement)	MSA	Under Review - Pending Gatekeeper Approval	Joan M. Cyr	12/07/2018
<a href="#">18-C-00004</a>	Viktor Kukharev	MANO : Manomet	Provision of Goods & Services by Northeastern	CSSS Service Agreement	Under Review - Pending Gatekeeper Approval	Joan M. Cyr	12/07/2018
<a href="#">18-C-00009</a>	Elena Zaitseva	AAI : Acres American, Incorporated	Purchase of Goods & Services (Procurement)	Lease: Alumni Ctr	Under Review - Pending Gatekeeper Approval	Joan M. Cyr	12/18/2018



- d. The Alternate Gatekeeper can reassign a record to themselves (or return to the pool) by selecting the 3 action dots aligned with the record, and selecting “Assign to Me” (or “Return to Pool”):

<input checked="" type="checkbox"/>	<a href="#">20-C-00010</a>	Timur Utanov		TNY : Toyobo New York, Incorporated	Purchase of Goods & Services (Procurement)	MSA	Under Review - Pending Gatekeeper Approval	Timur Utanov	07/11/2019	
<input checked="" type="checkbox"/>	<a href="#">20-C-00009</a>	Timur Utanov		TNY : Toyobo New York, Incorporated	Purchase of Goods & Services (Procurement)	MSA	Under Review - Pending Gatekeeper Approval	Unassigned	07/11/2019	
<input checked="" type="checkbox"/>	<a href="#">19-C-00186</a>	Joan M. Cyr		Wednesdaywoes, Inc.	Purchase of Goods & Services (Procurement)	Lease: Equip	Under Review - Pending Gatekeeper Approval	Unassigned	06/12/2019	

Open Record

Assign to me

Return to Pool

- 5. Once the record is assigned to the Gatekeeper, he/she must review the contract details by selecting “Review/Correct Contract Data:”

Contract / Agreement Data

Route Log

File Cabinet

Related Records

Informational Requests

### Contract/Agreement Data

*As the Gatekeeper please confirm that contract information is correct, please specify the additional requirements, if any. If all looks good, please certify & submit the contract to the institutional reviewer.*

General Information

Submitter	Joan M. Cyr
NU Contact	Joan M. Cyr

- a. Reviewing the contract details equates to reviewing the paper “Contract Submission Checklist.”
  - i. For details on the Contract Data input by the Submitter, see the “Submit a Contract or Agreement for Review” instructions on the [eCLAWs website](#).
- b. The Gatekeeper must review each section of the contract data in order to submit the contract to the next stop in the workflow; select “Reviewed/Next” button at the bottom of each page, then “Reviewed/Finish” on the last page:

Back

Save

Reviewed / Next

Back

Save

Reviewed / Finish

- c. The Gatekeeper can make any changes, but according to the school/business units business process, the Gatekeeper may instead choose to return the contract to the Submitter for correction.

### Return Contract/Agreement

Returning to Stop

Submitted

*Select the stop to return the contract*

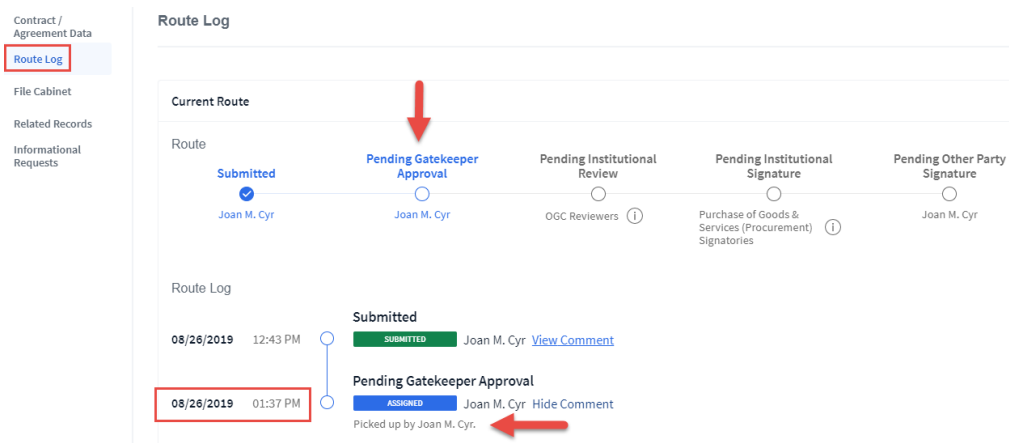
Comment (optional)

Please enter your comment

Close

Return

- Review the “Route Log” to see where the contract has been, the current stop, and future stops in the workflow:



Contract / Agreement Data

**Route Log**

File Cabinet

Related Records

Informational Requests

**Route Log**

Current Route

Route

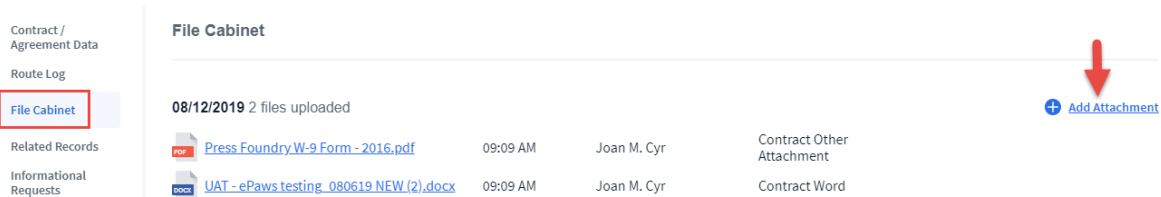
Submitted (Joan M. Cyr) → Pending Gatekeeper Approval (Joan M. Cyr) → Pending Institutional Review (OGC Reviewers) → Pending Institutional Signature (Purchase of Goods & Services (Procurement) Signatories) → Pending Other Party Signature (Joan M. Cyr)

Route Log

Date	Time	Status	Assigned To	Action
08/26/2019	12:43 PM	Submitted	Joan M. Cyr	View Comment
08/26/2019	01:37 PM	Pending Gatekeeper Approval	Joan M. Cyr	Hide Comment

Picked up by Joan M. Cyr.

- Review the “File Cabinet” to find all attachments associated with the record; *The Gatekeeper can add attachments to the File Cabinet by selecting “Add Attachment.”*



Contract / Agreement Data

Route Log

**File Cabinet**

Related Records

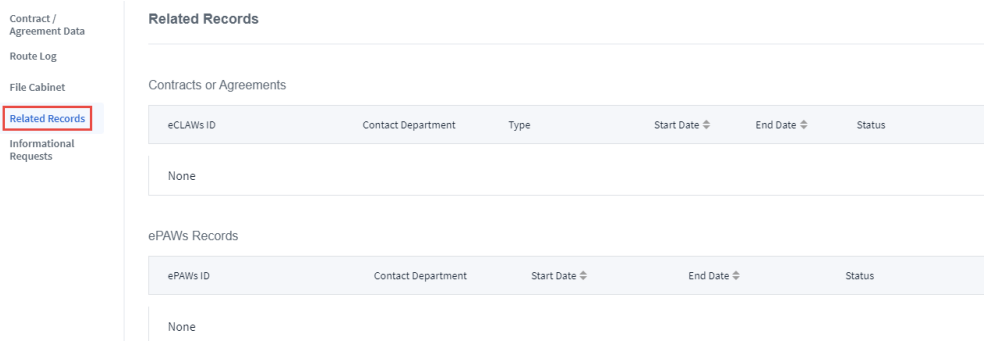
Informational Requests

08/12/2019 2 files uploaded

File Name	Upload Time	Uploaded By	Attachment Type
Press Foundry W-9 Form - 2016.pdf	09:09 AM	Joan M. Cyr	Contract Other Attachment
UAT - ePaws testing_080619 NEW (2).docx	09:09 AM	Joan M. Cyr	Contract Word

+ Add Attachment

- Review any related eCLAWs or ePAWs records on the “Related Records” tab:



Contract / Agreement Data

Route Log

File Cabinet

**Related Records**

Informational Requests

Contracts or Agreements

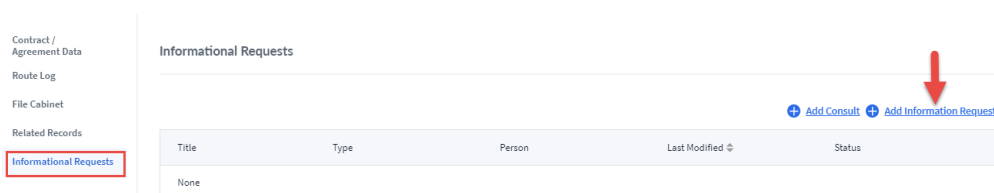
eCLAWs ID	Contact Department	Type	Start Date	End Date	Status
None					

ePAWs Records

ePAWs ID	Contact Department	Start Date	End Date	Status
None				

- If the Gatekeeper had a question about the contract, he/she can ask it in an “Information Request” (to an individual) or in a “Consult” (particular institutional groups configured for questions directed to a group, e.g. Risk Services, Environmental Health/Safety, etc.). This is a ‘chat’ feature within the record so correspondence about the contract remains part of the record. The two functions work the same, the only difference being the addressees. To add an “Information Request:”

- Select “Add Information Request” on the right of the “Informational Requests” tab:



Contract / Agreement Data

Route Log

File Cabinet

Related Records

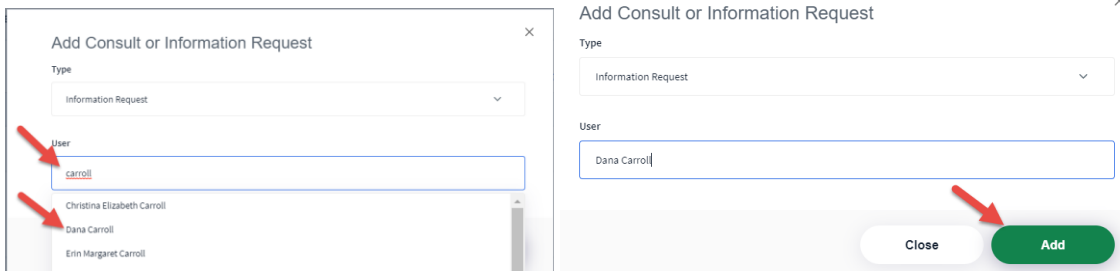
**Informational Requests**

+ Add Consult + Add Information Request

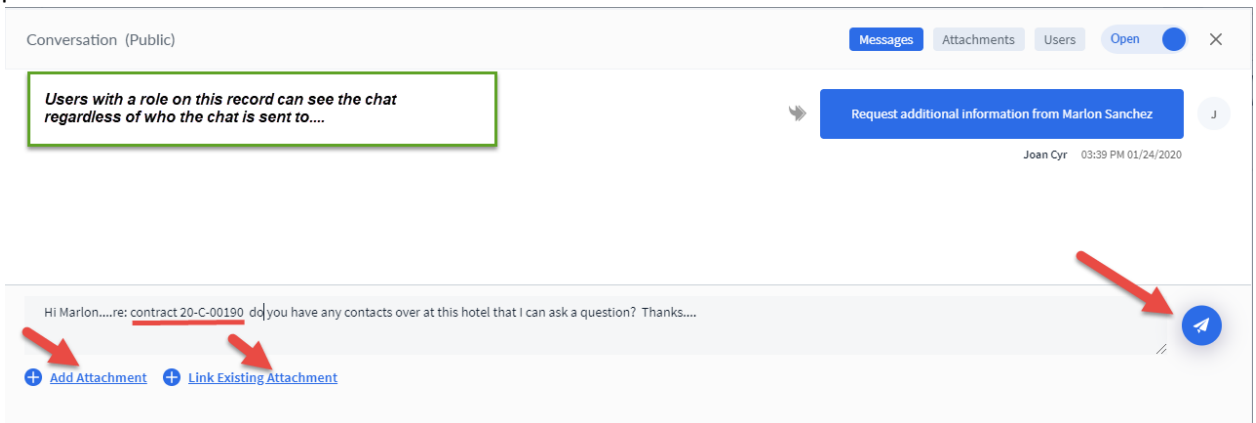
Title	Type	Person	Last Modified	Status
None				



- b. With Type “Information Request” selected, type the name of the person from whom you are seeking information, and select their name from the resultant search result (this search is linked to Northeastern’s LDAP); then select “Add”

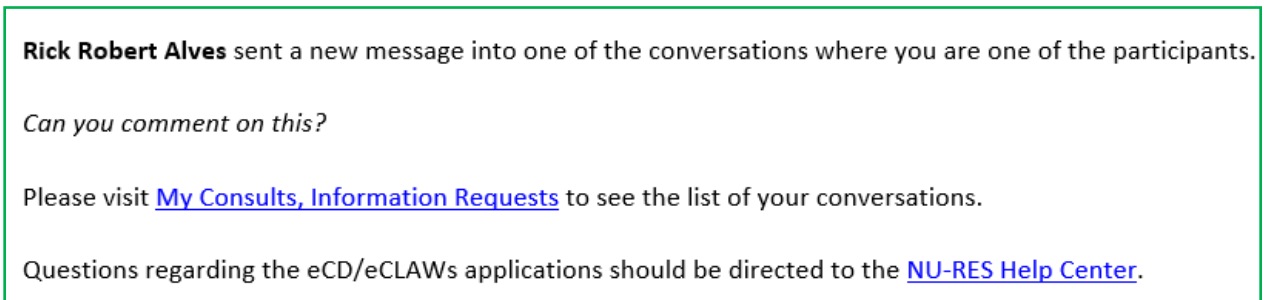


- 9. Type your message in the space, including the contract number, add new attachments, link an existing attachment from the File Cabinet, then select the “paper airplane” to send the chat to the recipient:



a.

- b. The recipient will receive an email alerting them to the request for information:



- c. Notes about Informational Request and Consult chats:
  - i. All users with a role on the record can see the chat...the chat is not private between the members of the chat
  - ii. For Informational Requests, Chat members who do not have a role on the record can only see the chat and any attachments in the chat (they cannot see the entire record); Consult group members can see the entire record, as they have a pre-assigned role as members of the Consult Group
  - iii. Additional users can be added to a chat by selecting “Users” in the upper right corner of the chat box, then and “+Add User”



10. When your Gatekeeper business review is complete, select the “Certify and Submit” button on the “Contract / Agreement Data” tab:

The screenshot shows the 'Contract / Agreement Data' tab selected in the left sidebar. The main content area displays contract details for a 'Hotel Contract'. Under 'Additional Requirements', there are fields for 'Auto Renew Date', 'Confidentiality Requested' (marked 'X No'), and 'Expedited Review Requested' (marked 'X No'). Below this is a 'Sign Order' section with a question 'Has the Other Party signed this contract?' answered 'No'. A 'Last Comment' section shows a comment from Joan M. Cyr dated 08/26/2019. At the bottom, three buttons are visible: 'Cancel', 'Return to Previous Stop', and 'Certify & Submit', with a red arrow pointing to the 'Certify & Submit' button.

Below the main content, a 'Certify & Submit' modal window is open. It contains a certification statement: 'I certify that I have read and understand the terms of this draft agreement and have appropriate authority to submit this draft agreement on behalf of my department. I further certify that the draft agreement is complete and includes all exhibits, attachments and pages.' There is an optional comment field with the text 'Here's a comment from the Gatekeeper...'. At the bottom of the modal, there are 'Close' and 'Certify' buttons, with a red arrow pointing to the 'Certify' button.

11. Select the “Route Log” tab to see the record has moved to the next stop in the workflow:

The screenshot shows the 'Route Log' tab selected in the left sidebar. The main content area is titled 'Contract/Agreement Data' and shows 'General Information' with a table:

Submitter	Joan M. Cyr
NU Contact	Joan M. Cyr
Gatekeeper	Joan M. Cyr

Below this is a 'Current Route' section showing a workflow progress bar with five steps:

- Submitted** (checked): Joan M. Cyr
- Pending Gatekeeper Approval** (checked): Joan M. Cyr
- Pending Institutional Review** (active): OGC Reviewers (i)
- Pending Institutional Signature** (pending): Purchase of Goods & Services (Procurement) Signatories (i)
- Pending Other Party Signature** (pending): Joan M. Cyr

A red arrow points to the 'Pending Institutional Review' step in the workflow.



12. If the contract is changed after NU signs, and a second review is requested, the record will enter the workflow again; if the contract is re-routed to the Gatekeeper, and the changes are business related only, and inconsequential, you can return the record to the Submitter by selecting “Return as Fine” from the “Contract/Agreement Data” page:



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

For Procurement business process related questions, contact [Procurement@northeastern.edu](mailto:Procurement@northeastern.edu).

For Research business process related questions, contact [NU-RES@northeastern.edu](mailto:NU-RES@northeastern.edu).