

Beyond Boston: NU-RES Remote Support

Stay Connected: NU-RES Continuity & You

Northeastern University Research Enterprise Services (NU-RES) has drafted continuity plans to make sure that your proposals are submitted on time and your awards are managed effectively, even when our teams are working off campus. Please check the [NU-RES COVID-19 Updates](#) website for regular updates and announcements. You'll also find research-related resources, quick reference guides and forms, including a helpful [Research Award Preparedness Checklist](#) for college administrators and investigators, on the [NU-RES](#) web site.

We look forward to working with you during this unprecedented pandemic, please be sure to let us know how we can help you manage your research portfolios.

I. Research Administration

- ✓ Grant Officers and Contract Officers will be available during core business hours by phone or via **Microsoft Teams** for any questions or concerns you may have regarding:
 - ✓ Proposal review and submission
 - ✓ Agreement review/negotiationAward processing and ongoing proposal-award lifecycle management
Use ePAWS and eCLAWS to stay on track with proposals and agreements.
 - Log into **eCLAWS** via: <https://epaws.northeastern.edu/eclaws>
 - Log into **ePAWS/Coeus** via: <https://coeus-web.neu.edu/epaws/login>

For help using any of NU-RES' web-based software applications please email your [NU-RES Grants Officer](#) or the [NU-RES Help Center](#)

- A. **ePAWS: Proposal Submission, Award Acceptance & Management:** Please follow standard operating procedures to submit proposals for institutional review and approval. Because of potential timing issues and funding agency on-line systems, we recommend faculty submit their FINAL applications to NU-RES at least **3 days in advance** of the funding agency's deadline. Log in here: <https://coeus-web.neu.edu/epaws/login>
- B. **eCLAWS: Contracts & Agreements:** Submit and track all research related contracts and agreements via the new eCD **eCLAWS** ePAWS web-based application. Log in here: <https://epaws.northeastern.edu/>

[Please send inquiries and non-eCLAWS transactions to NU-RES@northeastern.edu](mailto:NU-RES@northeastern.edu)

- C. **March & April 2020 Brown Bag (Lunch & Learn) and Learn More Sessions:** Officials recommend social distancing as a means to help contain the spread of the COVID-19 virus, accordingly, these information and training sessions will be held virtually via **Microsoft Teams**; slide decks will be posted to [NU-RES' website](#).

Please feel free to email NU-RES@Northeastern.edu with any questions or concerns. The NU-RES Central Mail Box is monitored during core working hours.

II. Research Compliance

A. Human Subjects Research Protection/IRB:

For questions about research involving human subjects please contact the Office of Human Subjects Research Protections (HSRP). Your HSRP/IRB team -- Nan Regina n.regina@northeastern.edu and Andrea Goldstein an.goldstein@northeastern.edu -- will be working remotely; we anticipate that review and approval operations will be business-as-usual. To learn more about Human Subjects Research please visit: <https://research.northeastern.edu/hsrp/about/>

B. Animal Research/IACUC:

The Office of the Division of Laboratory Animal Medicine (DLAM) and the Institutional Animal Care and Use Committee (IACUC) will remain open during normal working hours. We are asking that faculty, staff and students only visit the DLAM Office if absolutely necessary (please call before coming to the office). All correspondence should be via telephone (617-373-3958) or email (e.credle@northeastern.edu and iacuc-office@northeastern.edu). All animal orders must be emailed to e.credle@northeastern.edu and iacuc-office@northeastern.edu. We will continue to operate the animal care and use program as per usual.

C. Export Controls or Other Research Compliance Issues

The AVP for Research Compliance and the Director of Research Integrity and Export Controls will be available during core business hours by phone or via **Microsoft Teams** or email (nu-res@northeastern.edu or j.seo@northeastern.edu or a.humphrey@northeastern.edu) to answer any questions or concerns you may have regarding regulatory compliance.

The AVP and Director will continue to formulate Technology Control Plans (TCPs), perform export control classification research and attend to other matters related to research compliance.

III. Research Finance

Your NU-RES analyst will still be available to answer your questions or concerns, they can be reached via Microsoft Teams, email, or phone. If you are not sure who to address your question to, please send an email to NU-RESfinance@northeastern.edu and we can make sure it gets to the correct person.

A. Banner Account Setup: We will still be setting up accounts and emailing you the information as we normally do. There should not be any interruptions to the set ups, but if you have questions about a notice of award or agreement that has been executed and you do not see the corresponding changes in Banner, please email NU-RES@Northeastern.edu to request an status update.

B. Transactional reviews: All electronic workflow processes (K2, concur, liquid office, etc.) will be processed as they normally would. For paper based workflows such as Dpays and stipends, please go to <https://finance.northeastern.edu/> for processing instructions. Please review NU-RES COVID-19 Updates FAQs for further information regarding restrictions on travel and travel reimbursements.

III. Research Finance *cont.*

Please feel free to email NU-RES@Northeastern.edu with any questions or concerns. The NU-RES Central Mail Box is monitored during core working hours.

- C. Financial Reporting and Invoicing:** We will still be working to make sure these items are completed by their respective due dates. We will continue to reach out to you for review and approval prior to submission. If you are aware of deadlines that may be problematic or would like to discuss how to complete these tasks, reach out to your analyst for assistance.

Better Together!

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