



[eCLAWS Consult Step-by-Step Instructions](#)

eCLAWS is a simple contract and agreement workflow system that asks questions to help the user provide the right information needed by the Gatekeeper (if applicable), Reviewer(s), Signatories, and University Consultant subject matter experts in order to process contracts as quickly as possible.

University offices with subject matter experts on a variety of topics have been identified as “Consult Groups” so that eCLAWS Gatekeepers, Reviewers or Authorized Signatories may ask a question in your departments area of expertise.

Members of the Consult Group may receive an email notification from the eCLAWS system with a question from a user in the workflow.

[Consult Group process example – Consult on a Research & Innovation contract](#)

If a contract is being reviewed by NU-RES Contract Managers, and they have a Biosafety question related to the terms and conditions of the contract, they may open a Consult within the record, and ask a question of the BioSafety Consult group; the system will generate an email, and send a copy to each of the members of the consult group. Whichever member of the group responds to the consult will be noted, and all responses go to the group so that others know the question has been addressed by someone in the Consult Group.

Here is an example of an email you might receive as a member of a consult group:

From: eCLAWS@northeastern.edu <eCLAWS@northeastern.edu>
Sent: Thursday, January 30, 2020 2:26 PM
To: Price, Jack <j.price@northeastern.edu>; Bingel, Christopher <C.Bingel@northeastern.edu>; Sullivan, Andrew <a.sullivan@northeastern.edu>; Saravo, Evan <e.saravo@northeastern.edu>; Brehio, Steven <s.brehio@northeastern.edu>; Hill-Whilton, Brooks <b.hill-whilton@northeastern.edu>
Subject: You received a new message in one of your conversations

Brooks Hill-Whilton sent a new message into one of the conversations where you are one of the participants.

Please confirm if PI is approved for these Materials.

Please visit [My Consults, Information Requests](#) to see the list of your conversations.

Questions regarding the eCD/eCLAWS applications should be directed to the [NU-RES Help Center](#).

Select this link and log into eCLAWS with your My Northeastern credentials...

Select the “My Consults, Information Requests” link, and log into eCLAWS using your MyNortheastern credentials.

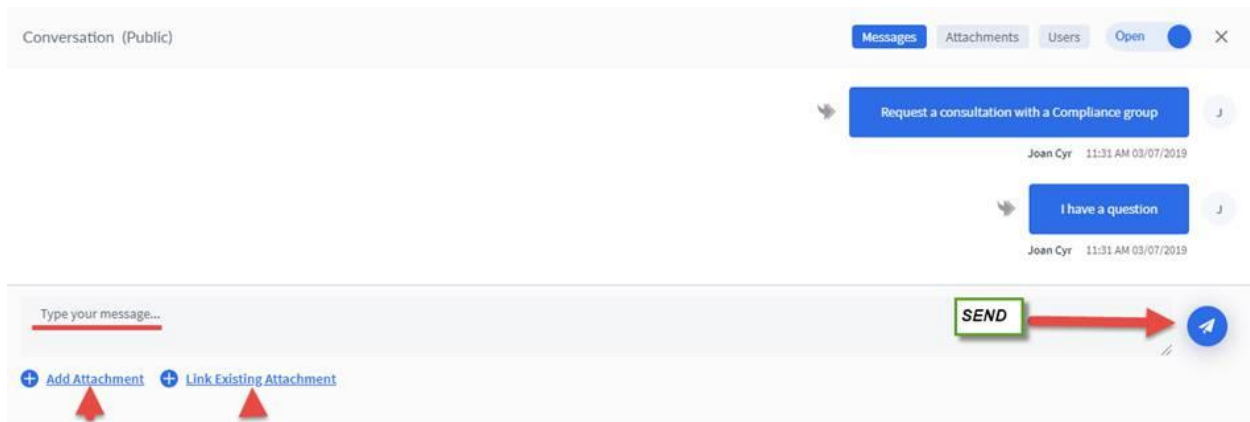
NOTE: While responding to the email will reply to all addressees, it will not add the communication to the eCLAWS record. Log into eCLAWS to see the record, all related attachments, and to add your response to the record.

To open the consult, select the title link of the consult – this is the preferred method, as it allows the group members to add other users to the conversation; opening the record by selecting the Record ID does not activate the function of adding other users to the conversation. Consults and Information Requests are located in the “Informational Requests” tab on the left frame:

Record ID	Source	Title	Participants	Created	Last Modified
18-C-00022	eCLAWS	Compliance	Amanda Ragalevsky Humphrey, Joan M. Cyr	03/07/2019	03/07/2019 11:32 AM
18-C-00022	eCLAWS	Compliance	Amanda Ragalevsky Humphrey, Joan M. Cyr	03/07/2019	03/07/2019 11:31 AM



When you open the conversation chat, type your message, review the record and any attachments; you may also include additional attachments necessary into the chat, and select the 'airplane' to send:



Information about Consults and Information Requests (same as Consult, but to an individual):

- *If the Reviewer 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.*
- *Responding to an email that you receive from an eCLAWS Information Request or Consult does not insert your response into eCLAWS, it will only email the sender (and other Consult Group members) directly in email; In order to achieve full transparency on the progress of the contract, the better practice is to log into eCLAWS, and insert your response directly into the Consult or Informational Request chat; this way the submitter can see exactly where the contract is in the workflow, and the work that is occurring to process it.*

Notes about Informational Request and Consult chats:

- *All users with a role on the record can see the chat...the chat is not private between the members of the chat*
- *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*
- *Additional users can be added to a chat by opening the conversation by selecting the conversation title, selecting "Users" in the upper right corner of the chat box, and "+Add User"*

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

For Research business process related questions, contact NU-RES@northeastern.edu.