Phase I of the ePAWS software application will replace the current Coeus proposal/award database, enhance the current ePAWS routing form and automate the submission and review process for non-financial transactions that require institutional approval.

- Agreement & Contract Negotiation Tracker and Terms & Conditions Checklist*
- Enhanced routing, Institutional Approvals, Faculty Certifications & Assurances
- Proposal Budget Templates
- JIT (IRB/IACUC/Other Research Support)
- Award Obligation Acceptance/Account Setup
- Verification of relevant Regulatory Compliance Issues (fCOI, RCR, Export Controls, etc.)
- Advance/At-Risk Accounts
- Rebudgeting Requests
- Carryover Requests
- No-Cost Extensions
- Misc.: University Prior Approvals (e.g., Relinquishing Statements)
- Subaward Checklists & Templates, Invoice Review/Approval
- Reporting Triggers
- Close-Outs
- fCOI/COI*
- Standard and Ad-Hoc Reports
- PI Profile/Onboarding Questionnaire/Transfers
- At-A-Glance and Insight (KPIs) reports for central and college administration

*stand-alone/dovetail applications
ePAWS Phase I

electronic Proposal Award Workflow System

Milestones (as of February 14, 2018)

✓ December 2017  Funding Authorization

✓ January 2018 EPAM’s Letter of Agreement for Discovery approved by NU OGC; edits w/EPAM’s contract team; binder prep, identify stakeholders (RA, RF, CRI, OGC, College Associate Deans for Administration, Finance, Research and administrators; IRB/IACUC/IBC/iCOI/COI); EPAM recommends Microsoft.NET; ITS recruiting NU PM/BA.

✓ February 2018 NU signs Discovery Phase contract with EPAM, engagement starts 2/19/18; EPAM team on site late February/early March; Outreach to internal stakeholders.

February/March Discovery Phase:

- Background Review (off-site)
- 2-week On-Site (EPAM PM/Technical Lead and BA)
- Phase I Proposal/Estimation of Costs/T&M Contract

Questions for stakeholders in advance of EPAM’s site visit:

1. What would you like ePAWS to do automatically that would make your job easier?

2. What would success look like for Phase I to you?

3. What data or reports would you like from ePAWS?

4. EPAM (the developer) will be on-site to interview end users, whom do you recommend they meet with?

5. EPAM (the developer) will be on-site to conduct discovery, what systems do you recommend they review?

Please send responses, comments or suggestions to RA@northeastern.edu

Thank you!