



# LOYOLA UNIVERSITY CHICAGO

## HSD CONTRACT ADMINISTRATION OFFICE QUICK-USE GUIDE

### LUC AGREEMENT TRACKER

*The LUC Agreement Tracker (“Tracker”) is an online web application designed and built by the HSD Office of Informatics and Systems Development with the help of the Office of Research Services and Loyola University Medical Center (“LUMC”). The purpose of the Tracker is to: (1) expand transparency for LUC and LUMC faculty and staff of the contracting process; (2) strengthen and streamline the administration of contracts and documents which flow through the HSD Contract Administration Office and Office of Research Services; (3) generate substantive data throughout all stages of the contracting process; and, (4) utilize such data to quantitatively evaluate the contracting process in order to facilitate evidence-based policy and staffing decision-making by LUC and LUMC leadership.*

#### Gaining Authorization to Access the Tracker

1. Requests for Tracker access should be sent to Jackie Heavey ([jheavey@luc.edu](mailto:jheavey@luc.edu)), Sr. Programmer/Analyst, HSD Office of Informatics and Systems Development, copying Laura Lindley ([llindley1@luc.edu](mailto:llindley1@luc.edu)), Senior Director of Research Administration, Office of Research Services.
2. Upon Laura’s approval of the request, Jackie will assign the appropriate credentials to the requested LUC account.

#### Accessing the Tracker

3. Open the latest version of Google Chrome.
4. Go to <https://portal.luhs.org/> and enter in your login credentials.
5. Click on the link for “LUC Agreement Tracker.” Doing so will open a separate window for the Tracker web application.

#### Utilizing the Search Function

6. Click on the “Edit Agreement” tab at the top of your screen.
7. Click “Search” to open the search function which allows users to search for and view a specific record or set of records.

- To select a single LU number, identify and click on the number in the “LU Number” drop-down menu. To ensure that all records under that LU number appear in your search results, set “Exclude Fully Executed, Hold, and Canceled” to “No.” Under the “Results” drop-down menu, select whether you want the results of the search to appear in the same window or in an automatically downloaded Excel spreadsheet file.

- To view a specific Principal Investigator’s active records, identify the Principal Investigator in the appropriate drop-down menu.

- The default selection for “Exclude Fully Executed, Hold, and Canceled” is “Yes.” For viewing active records, keep this field set to “Yes.”

- Users with the appropriate access can generate customized, specific search results using the various search criteria fields such as Agreement Type (e.g., CTA, NDA, DUA, MTA), Agreement Status (e.g., With HSD Contracts Office, With Sponsor for Signature), PI Department (e.g., Medicine, Surgery), or utilizing data fields such as Status Date, Agreement Received Date, and Fully Executed/Canceled Date.

- Users may combine search fields to generate specific results (e.g., NDA + With Sponsor + Date Agreement Received: From 01/01/2017 to 12/31/2017 + HSD Contracts Contact: Ben Feilich).

- When entering dates in the date fields for Status Date, Agreement Received Date, and Fully Executed/Canceled Date, select your desired date from a calendar by selecting the calendar icon to the right of the date field or manually type in your desired date using the date format MM/DD/YYYY.

- When looking at search results in the web application, you can sort the various data fields alphabetically or, in the case of Agreement Status Date, chronologically.

**Note:** You cannot select more than one item in each drop-down menu.

### Opening a Tracker Record

- To open Agreement Details on a particular record, click “Edit” in the first column of your dashboard or search results page.

16. From the Agreement Details page of a particular record, you can get several pieces of useful information including: LU Number; Sponsor Name and contact information; Date Agreement Received; Date Agreement Language Finalized; IRB Status; Budget Complete Date; Coverage Analysis Complete Date; and, Comments entered by HSD Contract Administration Office or LUMC staff.

17. For a snapshot of a particular contract’s history, click “Audit Status Change” at the top of the Agreement Details page. An Audit Log will appear, illustrating the various Agreement Status changes seen by that contract, as well as the date of the status change and the individual who made the change.

**AUDIT LOG**

Status	Status Change Date	Updated by
With LUMC Legal Final Packet Review	02/06/2018	bfeilich
With HSD Contracts Office	02/05/2018	mpekar
With Sponsor	02/05/2018	bfeilich
With LUMC Legal	01/31/2018	bfeilich
With HSD Contracts Office	01/19/2018	mpekar
With Sponsor	01/19/2018	bfeilich
With HSD Contracts Office	01/18/2018	bfeilich
With LUMC Legal	01/18/2018	bfeilich
With Sponsor	01/12/2018	bfeilich

18. To contact the HSD Contract Administration Office party responsible for a particular record, while looking at the Agreement Details page, click on the e-mail icon to the right of the individual’s name. This will open a textbox in which you can write a message directly to the HSD Contract Administration Office contact. Click “Send Email” when you are ready to do so.

Questions or Comments on Using the Tracker

19. Contact Ben Feilich ([bfeilich@luc.edu](mailto:bfeilich@luc.edu)), Contract Analyst, HSD Contract Administration Office if you have any questions using the Tracker or comments and suggestions to improve its functionality.