

**University of Wisconsin
Grants Project
Desk Reference**

*Madison * Milwaukee * Extension*

WISPER – Clinical Trial Review

To facilitate the timing of negotiations of Clinical Trial Agreements, the following process may be used. Note: this process is to be used only with Clinical Trial Agreements funded on a per patient basis and not for Research Agreements.

I. Pre-Review

1. Create WISPER Record
 - a. Submission Instructions must include:
 - i. Sponsor contact name, phone, e-mail,
 - ii. Special provisions (i.e., study is time-sensitive)
 - iii. Indication if this is an investigator-initiated trial
 - b. Enter Sponsor's Protocol number in the Short Title
2. Use APPROVAL function
 - a. Use *Clin Trial Pre-Review* approval type
 - b. Select Jan Kalvin as Approver (Larry Westby will be Jan's delegate so he has access)
 - c. Do NOT use Route function
3. RSP process:
 - a. If Jan assigns the record to another RSP staff member, she will DENY the Approval with text explaining why. This removes the record from her work list.
 - b. Jan will assign the RSP staff who will negotiate on the SPO Action page.
 - c. If information is missing or incorrect, RSP will DENY the Approval so it goes back to the requestor for corrections
 - d. The person working of the agreement will change the Status to 5.
 - e. When the agreement is final, the RSP owner will change the Status to 1 and notify the Campus Contact

II. Final Routing

1. Campus Contact completes the WISPER record:
 - a. Attach Budget
 - b. Enter Protocol information
 - c. Complete Project tab information if requesting an Account in Advance of Award
2. ROUTE to Division with PI signature and Chair approval
3. Division will forward to RSP using the Submit to SPO or Request Advance Award buttons as appropriate