University of Wisconsin
Grants Project
Desk Reference
*Madison * Milwaukee * Extension*

WISPER – Locate and Track a Record

The status of a WISPER record can be tracked using the status fields on the Search or MY WISPER page or by using the detailed information on the Comments, History and SPO Action tabs. The Comments tab provides any information not captured in the existing fields on the record and also captures the routing history and notes on each routing action.The History tab serves as a repository for key changes made to a record up to and including the generation of an spending projects. The SPO Action tab is the primary interface for all SPO staff with individual WISPER records and can be used to track progress in submission and negotiation.

I. Login and Search:
1. Navigate to the WISPER login page via http://www.rsp.wisc.edu/WISPER, select the Log in to WISPER button, then enter your netID and password.
2. Locate the record.
    a. If using the Search Page, WISPER provides many search fields by which to search for an existing record.
        i. Wildcards, such as "%" or "*" are not necessary as WISPER searches all records that <u>contains</u> the text you have typed.
        ii. The results list below includes the current owner and the current status of the record. If more information is needed, click on the record to launch and proceed with step II of this reference.
    NOTE: THE RECORD WILL OPEN IN A NEW WINDOW OR TAB. IF YOU EXPERIENCE NO ACTION OR A FLASHING OF YOUR SCREEN RATHER THAN THE OPENING OF A RECORD, PLEASE CHECK YOUR POP UP BLOCKERS.
    b. If using MY WISPER, simply select the record from your list that you wish to track.

II. Comments

All communication between campus users or information about the record which cannot be captured in existing fields is captured and can be reviewed on the comments tab.

General	Comments	Projects	Approvals	Attachments	SPO Action	Terms & Cond	Document History

Record ID	MSN117166	**Document Type**	Grant Wisper Help
Contact PI	BALSER,TERESA C	**Sponsor Name**	DHHS, PHS, NATIONAL INSTITUTES OF HEALTH
Short Title	Test SF-951 : Locations	**Status**	1-In Process

Document General Comments

Emailed Sponsor on 4/21/08. -LSS

The comments tab also tracks routing information in the "Routing History" section.   This table captures route date/time, routed to, routed by, and any included routing notes.

Routing History

Route Date Time	Routed To	Routing note to recipient	Routed by
1 04/21/08 3:24PM	BALSER,TERESA C	TEST ROUTING NOTE	LAWTON,NOELLE H

III. History

General | Projects | Approvals | Attachments | SPO Action | Terms & Cond | **Document History**

Record ID	MSN124359		**Document Type**	Grant	Wisper Help
Contact PI	BALSER,TERESA C		**Sponsor Name**	NATIONAL SCIENCE FOUNDATION	
Short Title	My NSF MO June 2008		**Status**	1-In Process	

Full Name	Action Date	Event	Additional Information
BALSER,TERESA C	01/12/08 4:49PM	Budget Detail changed	
BALSER,TERESA C	01/12/08 4:49PM	Project Commitment Detail changed	
BALSER,TERESA C	01/12/08 4:49PM	Change Sponsor	New Sponsor: NATIONAL SCIENCE FOUNDATION
BALSER,TERESA C	01/12/08 4:48PM	Change Document Type	New Document Type: GRT
BALSER,TERESA C	01/12/08 4:46PM	Approval Request Made	Type: Chair Approval of VENTURA,STEPHEN J
BALSER,TERESA C	01/12/08 4:45PM	PI Signature	Proposal
GRAY,STEPHANIE L	01/12/08 4:44PM	Route Record	New Owner: 07-COLLEGE OF AG & LIFE SCIENCE
GRAY,STEPHANIE L	01/09/08 2:38PM	Change Document Type	New Document Type: CRC
GRAY,STEPHANIE L	01/09/08 2:00PM	Record Created	

General Info   Route to Another Person   Attachments   My Worklist   Search Page

1. Select the History tab to view events tracked in the record history:
   - Change of PI, Sponsor, or Document Type
   - PI Signature
   - Division signature
   - Routing to a new owner
   - Change in WISPER Status
   - Change in Funding Status – including identification of Award or Project ID
   - Request of an Approval
   - Comments, Approval, or Denial of an Approval

III. SPO Action page
1. Select the SPO Action tab to track RSP's action and status of the record. The key fields to monitor have been listed and identified below:
   a. Document status
   b. Funding status
   c. RSP owner
   d. Award ID (if funded)
   e. Negotiation status

| General | Projects | Approvals | Attachments | PI Signature | **SPO Action** | Terms & Cond | Document History |

Record ID MSN116717
Contact PI BERRIDGE,CRAIG W
Short Title Neurochemistry and Neurophysiology of Methylphenidate

Document Type Grant
Sponsor Name DHHS, PHS, NATIONAL INSTITUTES OF HEALTH
Status 4-Sent to Sponsor

Wisper Hel

A Document Status: 4-Sent to Sponsor
SPO Hard Copy Recieved ☐

Reference Award Number: 1 R01 MH073609-01A1
Proposal Funding Status: Pending **B**

C SPO Owner: GRAY,STEPHANIE

SPO Ruleset: RSP_DIR_FA

[Request Manager Approval] [Manager Approve] [Approval / Comments]

SPO Manager Approval

[Generate Award] [Finalize Record]

Award ID / Contract ID **D**

Negotiation Comment   Negotiation Status: 7-Sponsor

[Update]

Negotiation Status

Negotiation Status	Negotiation Comment User	Negotiation Status Datetime	Negotiation Comment
1	00334148	11/13/07 6:26PM	Emailed Sponsor, waiting on response.
2 Sponsor	00334148	11/13/07 6:26PM	
3 RSP	00334148	11/13/07 6:26PM	
4	00334148	11/13/07 6:26PM	Pending RSP review. Have response just haven't had time to send to Sponsor
5 Dean's Office	00334148	11/13/07 6:26PM	
6	00334148	11/13/07 6:26PM	Waiting on Dean's approval to move to next negotiation

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