

University of Wisconsin – Madison
Grants Project
WISPER Overview

WISPER: WISconsin Proposal Electronic Routing

In order to obtain external funding for their research programs, investigators must submit proposals to sponsors and the Sponsored Programs Offices must negotiate and facilitate these awards and related agreements for functions such as Material Transfer and Confidential Disclosure. WISPER facilitates the process by routing applications and agreements related to extramural funding through the necessary approval channels through campus to RSP. WISPER also captures the data necessary to record information sufficient for internal tracking and reporting purposes and facilitates the generation of Awards.

WISPER pages will assist in the following: Track the approval, routing, and submission status of proposals to sponsors; gather and organize proposal data; and facilitate the administration of proposals, negotiations, awards, and reports. WISPER will allow for the capture of a significant portion of the data requirements for tracking submissions, negotiations, and the setup up of awards and projects.

WISPER User Roles

Owner	The user who currently has responsibility for WISPER record. There can only be one owner per WISPER record at any single point in time.
Participant	Any user who has had responsibility for (has owned at any point on the routing chain or is the campus contact) or action on a WISPER record.
Administering Division	The Administering Division is the parent Division of the Administering Department based on the proposed tree structure of UW Department IDs.
Contact PI	The single PI (Principal Investigator) for the WISPER record.
Approver	Any user/role asked to Approve some aspect of the WISPER proposal.
RSP staff	All Research Sponsored Programs (RSP) employees.
RSP Management	Select RSP users who will have additional access to worklists and reporting in WISPER.

Login

Login is accessible from <http://www.rsp.wisc.edu/WISPER> and uses your netID. Key information regarding the status of the system, tips or suggestions for frequently encountered problems and help references are also available on this page.

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User Preferences

You can enter a delegate for yourself to receive notifications and access to records as if they are you. This facilitates back up and out of office support. Your delegate cannot sign for you if you are the PI or Division on a record. If you must turn emails off, it can be accomplished here. We strongly recommend leaving all emails on.

Wisper User Preference Page

I

Wisper User 00363105 BALSER,TERESA


User Delegate

[Add User Delegate](#) [Remove Delegate](#)

Receive WISPER Email Updates

Receive WISPER Email on Route of Record

Receive WISPER Email on Approval Request

 Save

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MY WISPER Worklist

The MY WISPER page will be the starting location for all users and will display five sets of data:

- (1) Records in Status 1 for which that user is the current OWNER (“In Box”)
- (2) Records where the current user has been requested to provide an approval (“Approvals I Need to Complete”)
- (3) Records for which the user is a PI (“Records for which I am PI”)
- (4) Records in status 4.5 on which that user is the current (“4.5 SPO Negotiation”)
- (5) Records in status 5.0 on which that user is the current (“5.0 SPO Setup”)

MY WISPER

*Select Work List

In Box						
Record ID	Due Date	Contact PI	Document Type	Short Title	Dept ID	Sponsor
MSN100035		COOK,MARK	Grant	test create new id	070750	Robert Wood Johnson
MSN100040		BALSER,TERESA	CosReimCon	Test security search access	072800	National Institutes of Health

Approvals I Need to Complete						
Record ID	Due Date	Contact PI	DocumentType	Short Title	Dept ID	Approval Type
-						

Records for which I am PI						
Record ID	Contact PI	Document Type	Short Title	Dept ID	Status	Current Owner
-						

Status 4.5-SPO Negotiation				
Record ID	Sponsor Deadline	Contact PI	Award Type	Short Title
-				

Status 5-SPO Setup				
Record ID	Sponsor Deadline	Contact PI	Award Type	Short Title
-				

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Create

To create a record, a user will be required to enter the following data elements: PI, Sponsor, Short Title & Administering Department (and related Business Unit which will default).

Create New Routing Form Here.

Short Title

Contact PI

Department *Business Unit

Dept ID

Sponsor

Sponsor Not In List:

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General

This is the page where the general demographic information is located.

General	Projects	Approvals	Attachments	PI Signature	SPO Action	Terms	History
Record ID	MSN118724	Document Type	Grant	Wisper Help			
Contact PI	SHEIBANI,NADER	Sponsor Name	AMERICAN DIABETES ASSOCIATION				
Short Title	Thrombospondin-1 and Diabetic Nephropathy	Status	1-In Process				

[Route to Another Person](#) [My Worklist](#) [Search Page](#) [Print](#) [Send PI Signature Request](#)

Basic Info

Contact PI	SHEIBANI,NADER	Outside Activities Report Submitted	Yes i
	Change Contact PI	Effort Training Completed	Yes i
Official Proposal Title	Thrombospondin-1 and Diabetic Nephropathy		
Short Title	Thrombospondin-1 and Diabetic Nephropathy	Proposal Type	New
Administering Dept	536000 OPHTHAL&VIS SCI*OPH&VIS SC	Document Type	Grant
	Change Department on Record	Related Record	Add Related Record
Begin Date	01/01/2009 BT	End Date	12/31/2011 BT
Sponsor	AMERICAN DIABETES ASSOCIATION		Remove Related Record
	<input type="checkbox"/> Sponsor Not in List		
	Change Sponsor on Record		
Primary Sponsor (Optional)	<input type="checkbox"/> Primary Sponsor Not In List:		
	Add Primary Sponsor to Record	Remove Primary Sponsor	Save

Note that in this section of the General page, adding a user as the campus contact allows this person to access the record. Please enter an accurate Submission Deadline and detailed submission instructions. The Sponsor Program number is very helpful to all participants as they review the record.

Submission Instructions

Sponsor Deadline	04/01/08 BT	Paper Copy to UW SPO	<input type="checkbox"/>
Submission Method	Fastlane	Sponsor Program Number	NSF 05-067
		Sponsor Reference Number	TMP ID 5576328
Campus Contact	BUSBY,TERESA		
	Change Campus Contact		
Campus Contact Phone	608/263-5744		
	TCBUSBY@WISC.EDU		
Submission Instructions	I will allow SRO access to View, Edit & Submit when final documents are ready in Fastlane.		

Before the PI may sign, all Compliance questions must be answered.

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Compliance

Required Clearances - Does the project involve:

Yes	toxic, infectious or carcinogenic/mutagenic material of proven or potential hazard to humans, other animals, or to plants? Use recombinant DNA technology?
No	use of human subjects or human tissue?
No	use of vertebrate animals?
No	involve human pluripotent stem cells?
No	action involving space, remote, or construction?
No	potential environmental impacts which require review under the Wisconsin Environmental Policy Act?
No	funding primarily dedicated to building, renovations, or equipment?

[Enter Protocol Certification Details Here](#)

Please enter all Key Personnel and fellows in this section.

Personnel

Name	Project Role
CURRIE, CAMERON	Co-Investigator

[Add Other Personnel to Record](#)

Please break out the direct and F&A costs and provide the F&A rate. We also ask you whether or not there is any cost sharing on the application and for a brief explanation.

Proposed Budget

Direct Costs	350,000.00	Cost Sharing Included	Voluntary	PI is committing one month effort without recovering salary.
F & A Costs	149,840.00	Cost Sharing Amount		
Total Costs	499,840.00			
F & A Rate	48.5 %			
On Campus	<input checked="" type="radio"/> Yes <input type="radio"/> No			Cost Share Comments

We will now ask for keywords to assist in tracking research in major scientific areas. This is not a required field.

Keywords

Keyword:

[Add Comments](#) [Print](#)

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Comments

A section to enter any information that can't be captured in existing fields is available.

General	Comments	Projects	Approvals	Attachments	Division Action	SPO Action	Terms & Cond	
Record ID	MSN110112	Document Type	Grant					Wisper Help
Contact PI	SKINNER,JAMES L	Sponsor Name	NATIONAL SCIENCE FOUNDATION					
Short Title	Purchase of a MALDI-TOF/TOF Mass Spectrometer and a serv	Status	4-Sent to Sponsor					
<hr/>								
Document General Comments								
<div style="border: 1px solid gray; height: 20px; width: 100%;"></div>								

At the bottom of the page, please note that the history of routing and any notes included on those routing are captured for your review.



Routing History			
Route	Date Time	Routed To	Routed by
1	04/21/08 3:24PM	BALSER,TERESA C	LAWTON,NOELLE H

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Attachments

ATTACHMENTS are appended via this page. Any PARTICIPANT will be able to add or remove attachments. APPROVERS can only add but not delete attachments. Security will allow only PARTICIPANTS, APPROVERS, the PI, the DIVISION, and RSP to see the attachments regardless of status of the record. These files should include the RFP, the application, budget worksheets, RARC approvals, draft agreements, award letters, and other information necessary for proper review and submission of the record.

General	Projects	Approvals	Attachments	Division Action	SPO Action	Terms & Cond	Document History
Record ID	MSN100044			Document Type	Grant		
Contact PI	BALSER,TERESA C			Sponsor Name			
Short Title	Test Routing			Status	1-In Process		

Upload Attachment		File Name	File Description	
1	Upload Attachment	 424RRbudget_NOPROTECT.xls	Budget	Add another attachment
2	Upload Attachment	 DOE_GLBRC_Summary.pdf	Abstract	Add another attachment



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Approvals

The Approval function allows users with a need to review a specific element of the record to be added to the document without transferring ownership of the record. Therefore, a user can be requested to look at and respond to a question without it needing to leave your inbox. When an approval is requested, an email notification is sent to the approver and the record will appear on that user's MY WISPER Worklist. This is the process for Chair Approval, Approval of Unique Terms on the Award, and approval of the use of another Department or Division's Resource, Submission of Revised budgets, and Requesting Advance Project IDs.

The responses available to the approver are: 1) APPROVE, 2) DENY, or 3) SUBMIT COMMENT ONLY. The system captures the action performed on the Approvals and History pages. A response of SUBMIT COMMENTS ONLY will leave the item on the approver's worklist and will store the comments. Additional comments can be added or any participant can return to perform responses 1, 2, or 3.

Approval Page

General	Comments	Projects	Approvals	Attachments	Division Action	Terms	SPO Action	History
Record ID	MSN117300	Document Type	Grant	Wisper Help				
Contact PI	SWEET,MARK A	Sponsor Name	NO SPONSOR TEST RECORD					
Short Title	DoIT Test 3: division routing	Status	1-In Process					

[Initiate New Approval Request](#)

Requested Approvals						
Type	Requested	Requested By	Requested Approver	Actual Approver	Action	Details
Other	03/24/08 10:16AM	BRUEGGER,BRADLEY A	BRUEGGER,BRADLEY A			Review/Approve
Other	08/28/08 9:05AM	GRAY,STEPHANIE L	JOHNSON,LINDA J	JOHNSON,LINDA J	Approved	Review/Approve

Approval Record Details

Approvals

Requested By GRAY,STEPHANIE L **Request Date** 10/25/07 6:20PM **Sequence** 1

Approval Type LEGAL Review

Approval Request

Requesting that you review and provide input on the Legal language of the award. Specifically,

Approver Type Employee

Business Unit UWMSN

Requested Approver BALSER,TERESA C

[Add Approval](#)

[Cancel](#)

Respond to Approval

[Submit Comment Only](#)

Approved

By GRAY,STEPHANIE L

On 11/11/07 12:41PM

Comment

Commenter	When	Comment
1 GRAY,STEPHANIE L	11/11/07 12:41PM	Spoke with the PI & ensured approval.
2 GRAY,STEPHANIE L	11/11/07 12:41PM	PI APPROVES per verbal approval.

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PI Signatures Page

Principal Investigator(s) will be required to verify the information provided, attest to the scientific integrity and ensure their compliance with the award or agreement terms and conditions via an electronic signature. There are two required signatures per record. The first is prior to the routing of the document to RSP. This signature may take place after initial data entry and requires the least validation.

Any user may send an email request to the Principal Investigator via the *Send PI Signature Request* function on the General Page. This button (located in the header) opens the attached page which allows the user to see whether or not the PI has signed each of the required signatures as well as trigger the email to notify the PI that the record is ready to sign.

Contact PI Emails

Contact PI

ROMERO,MANUELA

PI Signed Proposal Not Electronically Signed

PI Signed Award Not Electronically Signed

Previous requests sent	
Email Sent	Sender
1	

If there is no information in the grid above, no PI signature email requests have been sent.

By choosing "Send Email", an email will be sent to the Contact PI on this record. It will indicate that this record has been created for them and that it requires their signature before it can be submitted through the University review and approval process. It will include instructions on how to navigate to and sign the record.

Send Email

Do Not Send Email

Access to the Signature page is limited to the PI only. Others may read only on the History or Send PI Email page whether or not a signature has been performed along with the time and date if performed.

In order for the PI to be able to sign the ROUTING signature:

1. the record must be saved
2. the compliance responses must be answered

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General	Projects	Approvals	Attachments	PI Signature	Division Action	SPO Action	Terms & Cond	D
Record ID	MSN100246	Document Type	Hatch					
Contact PI	VIRNIG,NICOLE G	Sponsor Name	National Institutes of Health					
Short Title	test	Status	6-Completed					

Principal Investigator Signature for Proposal

In signing, I certify that I am a Principal Investigator on the above referenced proposal or award and understand that by clicking on the "I Sign" button below, I agree to this text. I certify that I have identified all space, personnel, equipment and budgetary needs associated with the proposal or award, and that the proposal or award and this form are accurate and complete in all regards, including technical matters, adherence to sponsor's guidelines, budget and required clearances. I certify (1) that the information submitted within the application is true, complete and accurate to the best of the PI's knowledge; (2) that any false, fictitious, or fraudulent statements or claims may subject the PI to criminal, civil, or administrative penalties; and (3) that the PI agrees to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of the application.

PI Signature performed by

PI Signature Date & Time

Below the first signature will be the Principal Investigator Signature for Award. The PI has the option at that time to sign the language indicating that they are aware of and agree to the award terms and conditions. In order for the PI to be able to sign the AWARD signature the Routing signature must be in place.

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Principal Investigator Signature for Award

I certify that I am the Principal Investigator on the above referenced proposal or award and understand that by clicking on the "I Sign" button below, I agree to this text. In order for the University to carry out its obligations, and as a condition of and in consideration of my participation in this extramurally sponsored research or other activity at the University of Wisconsin-Madison, I hereby agree to the following:

I agree to disclose promptly to the University any invention, novel variety of plant which is or maybe protected under the Plant Variety Protection Act, computer software which is potentially patentable or to which the sponsor has rights under the agreement, or mask work made by me in whole or in part, whether solely or jointly with others during and in the course of such extramurally supported research or other activity. I further agree that I will comply with the provisions of any agreement between the University and the sponsor, and will cooperate in assuring that the sponsor's rights in intellectual property are fully protected. If an invention is funded in whole or in part by a federal agency or if the sponsored research agreement requires the University to grant rights in the invention to the sponsor, I agree that I will, if requested, assign rights to such invention to the University's designated patent and intellectual property management organization and will execute all papers necessary to file patent applications on the invention and to establish the federal government's or other sponsor's rights in the invention. I confirm that I am now under no obligation to any other person or extramural sponsor with respect to any rights in inventions, discoveries, or copyrightable material which are in conflict with the subject agreement or project proposal. By clicking on the "I Sign" button below, I agree to this text.

I agree to be responsible for assuring that all persons participating in the project, other than clerical or nontechnical persons, prior to commencing work on the project become familiar with the terms and conditions in the agreement between the extramural sponsor and the University and have signed a copy of a document agreeing to essentially the same obligations as set forth above. (PI may use either a copy of the above language or may use the universal project participants statement found at <http://info.gradsch.wisc.edu/research/ip/ipagreement.doc>)

I agree that I will comply with the provisions of the award from the Sponsor, and will cooperate in assuring that the University's obligations to fulfill those terms are met.

PI Signature performed by

PI Signature Date & Time

If at any point in the process, the Division or RSP would like additional assurance regarding particular terms or with any portion of the PI's ability to perform the terms, an APPROVAL should be added.

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Route

The routing function is available via the footer on every WISPER page. Routing a document in WISPER allows the user to transfer ownership to another person. You may also enter comments for these individuals to view on the Comments page and receive in the email notification of the transfer of ownership. There are two options available for assigning a WISPER document:

- 1) Route the record to a specific person: the user will launch to a lookup screen to find the appropriate next recipient. That next recipient will receive an email informing them that a record is waiting for their action.
- 2) Route the document to the administering division.

Route Ownership of this Record

Routing note to recipient

Record currently owned by SOBEK,CAROLA

1 Click here to Route to a specific person..

2 Route to 19-COLLEGE OF ENGINEERING












Cancel

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Terms & Conditions

When a Sponsor is indicated on the record, the terms and conditions most frequently used on that Sponsor will show in the Terms & Conditions tab. RSP users will update these terms with any specific or unusual items that Sponsor has included in the award. Any user may view the terms applicable to the record at any time.

↖

Detail		Find View 1	First	1-4 of 4	Last
Terms & Conditions:	BR%00  				 
Description:	No Budget Tol - Need Approval				
Explanation:	<input type="text"/>				
Terms & Conditions:	CIONO  				 
Description:	Carryover Not Allowed				
Explanation:	<input type="text"/>				
Terms & Conditions:	EQUW  				 
Description:	Equipment Title with UW				
Explanation:	<input type="text"/>				

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History

The History Page will serve as a repository for any changes to the record.

General	Projects	Approvals	Attachments	SPO Action	Terms & Cond	Document History
Record ID	MSN124824	Document Type	Grant	Wisper Help		
Contact PI	BALSER,TERESA C	Sponsor Name	NATIONAL SCIENCE FOUNDATION			
Short Title	Short Working Title	Status	1-In Process			

<u>Full Name</u>	<u>Action Date</u>	<u>Event</u>	<u>Additional Information</u>
BALSER,TERESA C	02/09/08 5:04PM	Route Record	New Owner: 07-COLLEGE OF AG & LIFE SCIENCE
BALSER,TERESA C	02/09/08 4:51PM	PI Signature	Proposal
BALSER,TERESA C	02/09/08 4:19PM	Change Document Type	New Document Type: Grant
BALSER,TERESA C	02/09/08 4:14PM	Record Created	



[General Info](#)

[Sign the Record](#)

[Route to Another Person](#)

[My Worklist](#)

[Search Page](#)

The following events will be tracked as part of the Record History:

1. Change in the value of the following fields: PI, Sponsor, Document Type
2. PI Signature
3. Division Signature
4. Change in ownership/new recipient
5. Change in WISPER Status
6. Change in Funding Status
7. Request of an approval
8. Comments, Approval or Denial of an Approval
9. Write back of Award/Project ID

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Project Details

When a record is ready to be awarded, the record requires details about the funding to be set up. The user can indicate the number of projects needed by pressing the add project button on the Projects Tab.

General		Comments		Projects		Approvals		Attachments		Division Action		Terms		SPO Action		History	
Record ID	MSN117300			Document Type	Grant			Wisper Help									
Contact PI	SWEET,MARKA			Sponsor Name	NO SPONSOR TEST RECORD												
Short Title	DoIT Test 3: division routing			Status	1-In Process												
Proposed Costs:																	
Direct	15,000.00			F & A	0.00			Total	15,000.00								
Award Information:																	
Direct	<input type="text" value="10,000.00"/>			F & A	<input type="text"/>			Total	10,000.00								
Begin Date	<input type="text" value="08/01/2009"/>			End Date	<input type="text" value="07/31/2011"/>												
Add Project		Total Costs for all Projects										15,000.00					
Enter Protocol Certification Details Here																	
Projects Customize Find First 1-3 of 3 Last																	
#	Project ID	Project Description	Project PI	Department	Total Sponsor Budget												
1	Y1 - Coss project		MILLIRON,THOMAS	481500	15,000.00												
2	DoIT Test 3: division routing		MILLIRON,THOMAS	062080													
3	DoIT Test 3: division routing		MILLIRON,THOMAS	062080													
Validate to Submit		Validate to Req Adv Account				Validate to Req Project /Award Finalized of SPO											
General Info		Route to Another Person				My Worklist Search Page											
Save																	

For each project, the user will be asked to provide a number of demographic and financial details. RSP will be available to facilitate this process and may likely initiate this page when they are made aware that funding has arrived. Please feel free to use them as resources in this process. New information includes: Project Type (research, equipment grant, travel grant, scholarships), Fund Code, and F&A base and rate information.

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Record ID MSN100040
Contact PI BALSER,TERESA C
Short Title Test security search access

Document Type CosReimCon
Sponsor Name National Institutes of Health
Status 1-In Process

Project Sequence	1		Project	
Description	<input type="text" value="Test security search access"/>			
Project PI	CURRIE,CAMERON		<input type="button" value="Change Project PI"/>	
Project Type	GM_10	Research	<input type="button" value="Change Project Type"/>	
Fund Code	<input type="text" value="133"/>			
Owning Department	BACTERIOLOGY*BACTERIOL		<input type="button" value="Change Owning Department on Project"/>	
Start Date	<input type="text" value="01/01/2007"/>	End Date	<input type="text" value="12/31/2007"/>	
F & A Rate Type	<input type="text" value="Research - On Campus"/>	FA Base	<input type="text" value="Modified Total Direct Cost (G)"/>	FA Rate % <input type="text" value="47"/>

Users will be asked to provide the same combo edit details. As many departments as necessary can be added. In addition, NODES are now available. Nodes are one step higher than UDDS or Department ID's and can allow spending for an entire department subset (see 5397 below).

▼ Combo Edit Departments and Nodes		▼ Program Code	
Department	Description	Program Code	Description
072800	BACTERIOLOGY*BACTERIOL	<input type="text" value="4"/>	Research
075400	SOIL SCIENCE*SOIL SCI		
<input type="button" value="Add Combo Edit Department"/>		<input type="button" value="Add Program Code"/>	
<input type="button" value="Add Combo Edit Dept Node"/>			
Department Node	Description		
5397	SURGERY		

Budget broken down by project is required.

▼ Budget Details		
Budget Item	Description	Budget Amount
LUMP_SUM_DIRECT	Lump Sum Direct	<input type="text" value="100,000.00"/>
LUMP_SUM_FA	Lump Sum F & A	<input type="text" value="47,000.00"/>
Total Sponsor Budget		147,000.00

Commitments are now required. This information provides the amount of effort that the Key Personnel have committed to the project. This information will be available to assist in Effort Reporting.

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Project Commitment								
Name	Project Role	Start Date	End Date	Sponsor %	Cost Shared %	Total %		
CURRIE,CAMERON	PI	01/01/2007	12/31/2007		10	10		
BALSER,TERESA	CO-INVESTIGATC	01/01/2007	12/31/2007	5		5		

[Add Project Commitment](#)

The cost sharing section provides details for all personnel who commit time but do not request salary on the award whether or not it is mandatory or voluntarily committed. This information will be used to both report to sponsors and to assist in Effort Reporting.

Cost Share								
Name	Start Date	End Date	From Project ID	From Fund Code	From Department	Cost Shared %	Cost Share Type	
CURRIE,CAMERON	01/01/2007	12/31/2007		101	07280C	5	Vol	

[Add Project Cost Share](#)

The validations buttons on the project general tab run a series of inquiries on the record to make certain that the record is ready to move to the next step. The types of items that are validated are: missing signatures, missing data: PI, Begin Date, FA Rate, Submission Method, or other details depending on whether it is a submission or an award request. When it is an award set up request, items such as the cost sharing details and the minimum commitment requirements are also validated.

Submission Validation Results

[Main Content](#) | Compliance Questions have not been answered.

Error: Division Has not Signed this Proposal

Error: Contact PI 00440988 : MORELAND,KIM Has not Signed this Proposal

Warning: There is an Approval that has not been responded to for the Record

Warning: No Submission Method selected on Record General page

Warning: No Direct Costs entered on Record General page

Warning: You are not the Administering Division

Record did not pass Validation for Submission to SPO

[Process Record](#)

[Cancel](#)

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Search

The Search page will allow the User to look up an existing Record based on the search criteria below.

Business Unit

Record ID

Doc Owner

Contact PI

Wisper Document Status

Award Type

Department

Sponsor

Reference Award Number

Other Wisper People

Record ID	Contact PI	Sponsor	Short Title	Department ID	Record Status	Document Type	Owner
000000041	MILLER,BARTON	WI Alumni Research Foundation	Longevity in Research	073000	1-In Process		GEST,CHERYL
MSN100038	MCGRATH,ROBERT	U.S. Department of Labor	The future of Biodiesel Fuels	340710	1-In Process		,

When you select a result from the list, please note that it will launch in a separate window. If you do not see the record when you select it, please ensure your pop up blockers are off.

The last field on the search results will be a button to allow the user to copy that record, easily allowing the user to reuse most of the information from the record for an additional routing to RSP.

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Division Action

Division Administrators will be required to facilitate the review and forwarding of the record to RSP. Only an individual identified with the Division Role can access this page. The Division must sign indicating two assurances: (1) the content and support of the project before forwarding to RSP for submission to the Sponsor for consideration and (2) to approve the terms and conditions and the project details on the award or agreement. After completion of the WISPER record, including signatures by the Administering Division and PI, the Administering Division can submit the proposal to RSP. Only the Administering Division will have access to this page and, therefore, the 3 SUBMIT buttons. Any hard copy paperwork is sent manually to RSP (with flag indicator on submission instructions that paper is forthcoming).

Approvals	Attachments	PI Signature	Division Action	SPO Action	Terms & Cond	Document History
Record ID	MSN100359			Document Type	Grant	
Contact PI	KEAN, RONALD P			Sponsor Name	National Institutes of Health	
Short Title	POULTRY RESEARCH FOUNDATION			Status	6-Completed	

Administering Division Signature
 The signature by the authorized representatives in the Administering Unit confirm that the proposal or award and this form have been reviewed and found to be accurate and complete, including required clearances, budget and commitments involving space, faculty/staff time and matching funds. Please note the requirements for projects that cross departments or divisions

By clicking on the "I Sign" button below, I agree to this text

Division Signature performed by
Date & Time

I certify that on behalf of the Division, I understand that by clicking on the "I Sign" button below, I agree that the Division is willing to support the PI and the University in order to carry out its obligations under the award.
 Test BBZ 10/23/2007

Division Signer
Date & Time

Override Electronic Signatures

Submitted to SPO

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WISPER Overview

SPO Action

The SPO Action page is used by RSP to track their actions in the submission of the record to the Sponsor or in negotiations with the Sponsor. You may use this page to track the RSP owner as well as the status of the record.

General		Projects		Approvals		Attachments		PI Signature		SPO Action		Terms & Cond		Document History	
Record ID	MSN116717			Document Type	Grant							Wisper Hel			
Contact PI	BERRIDGE,CRAIG W			Sponsor Name	DHHS, PHS, NATIONAL INSTITUTES OF HEALTH										
Short Title	Neurochemistry and Neurophysiology of Methylphenidate			Status	4-Sent to Sponsor										
Document Status	4-Sent to Sponsor			SPO Hard Copy Received	<input type="checkbox"/>										
Reference Award Number	1 R01 MH073609-01A1			Proposal Funding Status	Pending										
SPO Owner	GRAY,STEPHANIE														
SPO Ruleset	RSP_DIR_FA														
Request Manager Approval		Manager Approve		Approval / Comments											
Generate Award		Finalize Record													
				SPO Manager Approval											
				Award ID / Contract ID		<input type="text"/>									

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	