

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

**WISPER Department Contacts**

The function of the various Department tables is to manage the recipients of the email notifications that are sent for various aspects of proposal approval and for award management. There are currently four distribution lists that are maintained to distribute communications on the following topics:

- Award E-mails: Notices of actions on Awards such as new award creation, additional time or funding, or changes to key elements of the award
- Project Setup Appr: Project Setup activities; ARRA reporting email contacts
- Other Departmental Resources: Collaborative project approvals
- Post Award: Closeout activities

Department contacts will be maintained by those users with the Division Role.

**I. Login:**

1. Navigate to the WISPER login page via <http://www.rsp.wisc.edu/WISPER>.
2. Click the “Log in to WISPER” button and enter your net ID and password.
3. Select the “Manage Department Contacts” link at the bottom of your MY WISPER page. (This link is also accessible from the Search page).

In Box				
Record ID	Due Date	Contact PI	Document Type	Short Title
-				

  

Approvals I Need to Complete				
Record ID	Due Date	Contact PI	Document Type	Short Title
-				

  

Records for which I am PI			
Record ID	Contact PI	Document Type	Short Title
-			

  

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

  

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

[My Worklist](#)   
 [Search Page](#)   
 [WISDM Projects](#)   
 [Manage Department Contacts](#)

4. The Department Contacts Selection page will open. You will only have access to the Divisions for which you are the Division Role Member.

**Department Contacts**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Search by:** Business Unit  begins with

[Advanced Search](#)

**Search Results**  
View All First 1-38 of 38 Last

Business Unit	Department
<a href="#">UWMSN</a>	01GEAD
<a href="#">UWMSN</a>	02GSVC
<a href="#">UWMSN</a>	03BSVC
<a href="#">UWMSN</a>	04ODOS
<a href="#">UWMSN</a>	05ENRL
<a href="#">UWMSN</a>	06DOIT
<a href="#">UWMSN</a>	07CAL5

5. Select the Division for which you want to update the Department email contacts.

## II. Select the contact list to be modified

**Award Emails** | **Project Setup Appr** | **Other Dept Res** | **Post Award**

Business Unit UWMSN Division 98UNIT 98-UNIT WIDE

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For each row, select an Employee or enter a Dept Email Box

UDDS Begins With	EmplID	Employee Name	Employee Email	Email ID
1 98	00558466	MONTOUR, BRIDGET C	MONTOUR@RSP.WISC.EDU	<input type="text"/>

Click on the tab that contains the contact list that needs to be edited.

## III. Manage Department Contacts

1. To add an employee or email address:
  - a. Select the "+" icon. A new row will be created.
  - b. Enter the Department or Node for which the employee should receive email notifications. This gives you a great deal of flexibility in assigning the breadth of emails a given individual will receive.
  - c. If you are selecting an employee and wish to send the email to their email address on file with the University, using the PeopleSoft lookup icon to locate the correct person.
  - d. If you wish to send the email to a generic email address, simply type the email address for that Department (UDDS Begins with) in the "Or Email Box" rather than entering a specific individual.
  - e. Click Save

**Business Unit** UWMSN **Division** 98UNIT 98-UNIT WIDE

For each row, select an Employee or enter a Dept Email Box

Customize   Find   First 1-2 of 2 Last				
<u>UDDS</u>	<u>EmplID</u>	<u>Employee Name</u>	<u>Employee Email</u>	<u>Email ID</u>
<u>Begins</u>	<u>With</u>			
1	98			awardcloseout@rsp.wisc.edu
2	980100	00558466  MONTOUR, BRIDGET C	MONTOUR@RSP.WISC.EDU	

2. Delete Department Contacts:

- a. To delete an employee or email address as a department contact, select the “-“ icon next to the row you wish to delete.
- b. Click save.