

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

MY WISPER

MY WISPER is a navigation tool in WISPER that allows you to view all of the work that is pending your action at one time. This desk reference will demonstrate how records end up on each of the sections within your worklist and describe potential actions.

[Wisper Help](#)

Create New Record

| 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 | Dept ID | Status |
| - | | | | | |
| | | | | | |

| 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 |
| - | | | | |
| | | | | |

Section 1: IN BOX

The In Box contains records on which you are listed as the current owner. It will appear when:

1. You have created the record and have not routed it to another user
2. Another user has routed the record to you

To move the record from this section, you would need to route the record to another owner.

Section 2: APPROVALS I NEED TO COMPLETE

This section contains records on which another user has requested that you respond to an approval. Another user owns this record and is asking that you review a very specific aspect of the record and respond with your approval and/or comments. There are additional desk references to demonstrate requesting & responding to approvals.

Section 3: RECORDS FOR WHICH I AM PI

This section contains all records in WISPER on which you are listed as a Principal Investigator. The record will be removed from this section when the record is no longer in process because:

1. Negotiations have been completed and the agreement has been finalized
2. The project has been funded and the Award and spending Projects have been set up
3. The Sponsor has determined not to fund this project and the Funding Status has been changed.

Section 4: STATUS 4.5: SPO NEGOTIATION

This section contains all records on which you are listed as the campus owner and the record is in Status 4.5 – SPO Negotiation. RSP is currently working on negotiating these records. The record will be removed from this section when the record status changes due to the following:

1. Negotiations have been completed and the agreement has been finalized. You will be notified of this finalization via an email.
2. The negotiations have been discontinued for any reason.
3. Negotiations have been completed and as funding is involved, the record has been moved to Status 5.

Section 5: STATUS 5: SPO SETUP

This section contains all records on which you are listed as the campus owner and the record is in Status 5.0 SPO Setup. RSP has an award or fully executed agreement and is currently completing the setup Award process on these records. RSP will request an approval to the Division to trigger campus action. If you are responsible for assisting in the capture of Project Details on this record, please enter the information and contact your Division. The record will be removed from this section when:

1. The setup award process has been completed and the funding has been placed in a project for expenditure.