

University of Wisconsin-Milwaukee Grants Project Desk Reference WISPER – Track a Record

WISPER – Track a Record

In addition to using the status fields on the Search or MY WISPER pages, the status of a WISPER record can be tracked using the detailed information on the Document History and SPO Action pages. The Document History page serves as a repository for key changes made to a record up to and including the generation of an award. Information on the SPO Action page can be used to track progress in submission and negotiation.

I. Login and Search:

1. Navigate to the WISPER login page via <https://uwm.edu/officeofresearch/wisper/>, click the “Log in to WISPER” button, then enter your PantherID and password. You will be directed to the UW WISPER page.
2. Locate the record that you wish to track using “Search” or “MY WISPER.”
 - a. Clicking “Search” will take you to the WISPER Search Page. WISPER provides many search fields by which to search for an existing record. Wildcards, such as “%” or “*” are not necessary as WISPER searches all records that contains the text you have typed. Enter criteria in the search field(s) and click “Search” to locate the record you wish to track.
 - b. If using MY WISPER, simply select the record you wish to track from the worklist.
3. Click the record to open it.

MY WISPER

Create New Record

In Box							
Record ID	Due Date	Contact PI	Document Type	Short Title	Dept ID	Sponsor	Wisper Document Status
MIL101860		Harris, Mark		another test	485200	NATIONAL ENDOWMENT FOR THE ARTS	1-In Process
MIL101874	01/31/2008	HARRIS,MARK	Grant	Demo for Desk Reference	340505	US DEPT OF HEALTH & HUMAN SERVICES	1-In Process
MIL101871	01/31/2008	Harris, Mark	Grant	What Am I Doing?	485200	NATIONAL SCIENCE FOUNDATION	1-In Process
MIL101858	01/15/2008	Harris, Mark	Grant	Testing the manual	485200	NATIONAL SCIENCE FOUNDATION	5-SPO Negotiation /Setup

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
MIL101157	Harris, Mark	Grant	Design and Synthesis of GABAgenic Subtype Selective Agen	485200	4-Sent to Sponsor	.
MIL101205	Harris, Mark	Grant	GABA(A) Receptor Involvement in Memory Mechanisms and T	485200	4-Sent to Sponsor	.

II. Document History

Click on the Document History tab to view events tracked in Document History:

- Change of PI, Sponsor or Document Type
- PI Signature
- School/College (Division) Signature
- Routing of record to a new owner
- Change in WISPER Status
- Change in Funding Status accompanied by Award and/or Project ID
- Request of an Approval and Response to that Request
- Response to Request of an Approval

General		Projects	Approvals	Attachments	SPO Action	Terms & Cond	Document History
Record ID	MIL101874	Document Type		Grant		Wisper Help	
Contact PI	HARRIS,MARK T	Sponsor Name		US DEPT OF HEALTH & HUMAN SERVICES			
Short Title	Demo for Desk Reference	Status		1-In Process			

Full Name	Action Date	Event	Additional Information
Harris, Mark	01/23/08 4:41PM	Approval Request Made	Type: Revised Budget of 34GRAD
Harris, Mark	01/23/08 4:27PM	Project Commitment Detail changed	
Harris, Mark	01/23/08 4:27PM	Project Cost Share Detail changed	
Harris, Mark	01/23/08 4:27PM	Project Commitment Detail changed	
KISSINGER,PATRICIA L	01/23/08 2:57PM	Approval Approved	Request Advance Award Setup
Harris, Mark	01/23/08 2:54PM	Approval Request Made	Type: Request Advance Award Setup of 34GRAD
Harris, Mark	01/18/08 2:20PM	Project Cost Share Detail changed	
Harris, Mark	01/18/08 2:18PM	Project Commitment Detail changed	
Harris, Mark	01/18/08 2:18PM	Project Cost Share Detail changed	
Harris, Mark	01/18/08 2:16PM	Project Commitment Detail changed	
Harris, Mark	01/18/08 2:16PM	Project Commitment Detail changed	
Harris, Mark	01/18/08 2:14PM	Budget Detail changed	
Harris, Mark	01/18/08 2:07PM	Budget Detail changed	
Harris, Mark	01/18/08 1:26PM	Change Document Type	New Document Type: Grant
Harris, Mark	01/18/08 1:25PM	Record Created	

[General Info](#)

[Route to Another Person](#)

[Attachments](#)

[My Worklist](#)

[Search Page](#)

III. SPO Action page

1. Record Status

Select the SPO Action tab to track OSP's actions and status of the record. The key fields to monitor are listed and identified in the figure below:

- a. Document status
- b. Funding status
- c. OSP owner
- d. Award ID (if funded)

The screenshot shows the SPO Action page with the following details:

- Record ID:** MIL101863
- Contact PI:** Harris, Mark
- Short Title:** Test Proposal Trial One
- Document Type:** Grant
- Sponsor Name:** NATIONAL SCIENCE FOUNDATION
- Status:** 3-Assigned at SPO

Key fields and actions are highlighted with letters A, B, C, and D:

- A:** Document Status dropdown menu (3-Assigned at SPO)
- B:** Proposal Funding Status dropdown menu (Pending)
- C:** SPO Owner dropdown menu (HARRIS,DAVID)
- D:** Award ID / Contract ID search field

Buttons include: Request Manager Approval, Manager Approve, Approval / Comments, Generate Award, and Finalize Record.

2. Negotiation Details and History

The SPO Action Tab also provides details about the negotiation of the award document.

The screenshot shows the Negotiation Details and History section with the following details:

- Negotiation Status:** 1-RSP
- Negotiation Comment:** (Empty text area)
- Update:** Button to update the negotiation comment.
- Checklist:**
 - IRB Approval
 - Animal Approval
 - Biosafety Approval
 - Study on Hold
 - Budget
 - Cost Sharing
 - Negotiation Response
 - Other
 - Executed Agreement
 - Wisper Record Routed
 - First Payment
 - HESC

Negotiation Status History Table:

Negotiation Status	SPO User	Negotiation Status Datetime	Negotiation Comment
1			