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

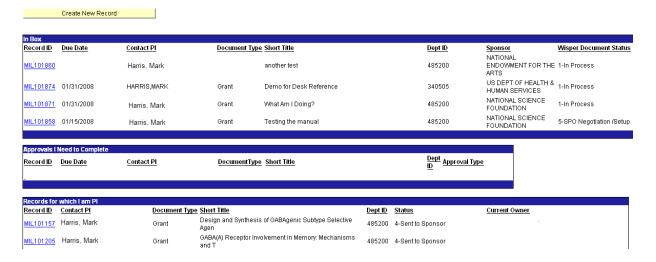
WISPER – Track a Record

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:

- Navigate to the WISPER login page via https://wwm.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.

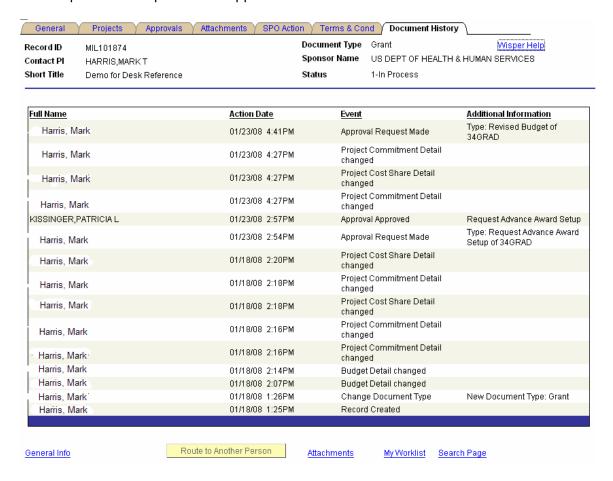
MY WISPER



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
- Reguest of an Approval and Response to that Reguest
- Response to Request of an Approval

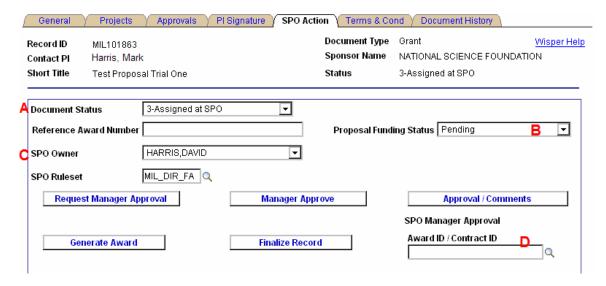


III. SPO Action page

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)



2. Negotiation Details and History

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

