WISPER Record Creation Overview

WISPER facilitates the process of routing applications and agreements for extramural support by capturing the necessary data and tracking it through the generation of the award. This document will walk through this process. Please feel free to leave fields empty and enter only known data, unless explicitly told to provide information within the following steps. Reference to Principal Investigator (PI) within this desk reference is interchangeable with Project Director (PD).

***Please be advised that some directions provided in this document may be superseded by division authority, so please check with your Division Administrator to confirm your process.

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I. CREATE NEW RECORD

1. Login:
   a. Navigate to the WISPER login page via https://portal.sfs.wisconsin.edu/login, enter your net ID and password.
   b. Navigate to the MY WISPER Page by selecting UW WISPER then MY WISPER from the left menu.
   c. Select the Create New Record button at the top of the page.

2. Enter all Data on the Create New Record page:
   a. Enter the following key data to create the initial record:
      i. Short Title
      ii. Contact PI (if you are academic staff, your name will default here – change if necessary)
      iii. Department
      iv. Sponsor
   b. While you can check the “email to PI box” to send an email to the PI notifying him/her of the creation of this record and of the requirement they sign the record before submission to your Sponsored Projects Office, it is preferable to wait until the WISPER record is complete before sending an email to the PI. Note that you will have the option to send this email in later steps as well.
   c. Click “Create Record” to advance to enter more information

II. GENERAL PAGE INFORMATION
Note that you now have the WISPER ID number available to you in the page header (see below). This number can be used to track this record. The General page captures the bulk of the information about your documents.

1. Basic Information:
   IGNORE the ‘No’ message for the ‘Outside Activities Report Submitted’ and ‘Effort Requirements Completed’ indicators next to the PI’s name in this section. These boxes are used by UW-Madison only.
a. Enter the basic information requested at the top of the General page. If known, enter any of the following information:
   i. Official proposal title
   ii. Begin and End dates
   iii. Proposal type
   iv. Document type – this field is required for further actions
b. If known, click the “Add Related Document” button for the option of linking this record as a supplement to an existing record, a continuation of an existing record, an agreement which has a CDA or MTA preceding it, or any other relationship you can think of.
c. The Contact PI, Department, and Sponsor also may be changed in this section.

2 Submission Instructions:
This section captures detailed Sponsor submission instructions and the campus contact information.
   a. Enter the necessary data for the following fields:
      i. Sponsor deadline (please insert only actual deadlines as imposed by Sponsor guidelines)
      ii. Submission method
      iii. UW campus contact
      iv. Submission instructions
   b. Check the Paper Copy to UW SPO box.
   c. If known, note the sponsor program number and any unique reference number provided by the Sponsor or submission system to identify this record. For federal projects, indicate the CFDA number in one of these fields or on the Comments page.
3. **Compliance:**
All compliance questions must be answered before the PI has the ability to sign the record. Answer each question with the YES/NO dropdown. Once the record is saved, you may select the hyperlink to enter Protocol details protocol type, number, status, approval date, and expiration date. These details are not required for proposal submission but will be required at award stage.

4. **Personnel:**
The personnel section allows the capture of multiple employees working on the project with Co-Investigator, Fellow, and other project roles. All Senior/Key Personnel should be entered as well as Fellows as most fellowships arrive in the name of the fellow. If the sponsor is a US Public Health Services (PHS) agency, then complete this box for all faculty and academic staff who are paid on this grant. This is part of UWEX's Financial Conflict of Interest (FCOI) policy for PHS funded projects.
   a. Click the “Add Other Personnel to Record” button which will open a new page allowing an employee search by name or Dept ID (UDDS).
   b. After employee selection, identify their project role from the dropdown menu.
   c. Repeat this process for as many personnel as necessary.
d. To delete personnel from the record click the trashcan to the right of the employee.

<table>
<thead>
<tr>
<th>Personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>SAMUELSEN, SUZANNE M</td>
</tr>
</tbody>
</table>

Add Other Personnel to Record

5. Proposed Budget:
   a. Enter the total proposed budget, which must be broken down and entered as direct and F&A costs. The Total Costs will be calculated based on the amounts in the Direct and F&A fields.
   b. Enter the F&A rate.
   c. Specify if there is any cost sharing and provide some basic Comments such as voluntary PI time at 5% or mandatory 1:1 requirement per the RFA.
   d. If the project work is considered “Off Campus”, switch the “On Campus” radio button to “No” and provide the necessary location information.
   e. If there are outgoing subcontracts or shared grant agreements with other campuses, change the “Outgoing Sub-agreement(s)?” box to “Yes.”

   ![Proposed Budget](image)

6. Keywords (Optional):
   Keywords help assist in tracking research in major scientific areas. Enter record keywords separated by a comma or semi-colon.

   ![Keywords](image)

   Keyword: nutrition, health
III. COMMENTS

The Comments tab can be used to enter any information which you would like to store on the record or convey to any other users but which cannot be entered into any other field. Enter any such information at this time. Common examples of comments include: (1) details as to how much of the cost share will be funded by non-payroll sources or third parties; (2) if the sponsor is a U.S. PHS agency and the proposal includes subrecipients, then note that the subrecipient is listed in the FDP clearinghouse as having a PHS-compliant FCOI policy or will use its own PHS-compliant FCOI policy.

IV. PROJECTS

1. Navigate to the Projects tab. Note the following:
   
a. Award budget information will default from the proposed budget previously entered on the General page, but should be changed if the award differs from the proposal. Dates of the award must match the award document.

   b. The first project is already created and accessible via the Project Description hyperlink. If multiple projects are required, add them via the Add Project button. Additional projects may be required or helpful if:
      
      • The project necessitates division of budget or accounting by multiple tasks, departments or other factors.
      • Separate fiscal periods require separate accounting, billing or fiscal reports (such as NIH P, T, or U mechanisms). Indicators include a requirement for a financial status report each year, carry forward is not automatic, or the award is not eligible for streamlined progress reports (e-SNAP).

   c. Award information such as PI and Owning Department will be defaulted on each project to reduce initial data entry.

2. Click the Project Description hyperlink to open the Project Details page where further information can be entered.
Project Details

1. Project Header:

The top portion of the Project Details page is the Project Header and is used to capture demographic information about each project. The Description, PI, Owning Department, Start/end dates, and F&A rate default from the WISPER General page. Any of this information may be changed for the project at this time. Enter the following information:

   **Description** Enter a brief title that you and the PI find useful. This will appear in WISDM.

   **Project PI** If this differs from the Award PI, select this button to change the Project PI.

   **Project Type** Use the Add/Change Project Type button to select project type GM_98.

   **Fund Code** If funding from a Federal source, select 144. If funding is from a Non-Federal source, select 133.

   **Owning Department** Defaults from the Award Owning Department. If this differs from what is shown, select the button to look up the appropriate Project Owning Department.

   **Project Start & End Date** For projects such as NSF grants, NIH R, K or F series grants, USDA AFRI, the full project period should be entered. Project dates must match the award documents.

   **F&A Information**

   - **F&A Rate Type.**

     **F&A Base** – MTDC (Base G) should be used when negotiated indirect cost rate can be used; Total Direct Costs (Base C) should be used when sponsor rate used.
- **F&A Rate** – Rate used in most current administratively approved budget or in the sponsor award documents.

2. **Combo Edit Information**

   Leave this blank as UW Extension does not use this feature.

3. **Budget Details:**

   Enter the breakout of the costs for the project using the Budget Amount fields at the breakout level required. If the award requires multiple projects, be sure that the budgets for all projects add up to the total Award Costs on the Projects tab.
4. Project Commitment

Leave this blank as UW Extension does not use this feature.

5. Cost Share:

Details for all personnel who commit time to the project but do not have their salary reimbursed on the award are captured in this section. In addition, any mandatory cost sharing of individuals who are not key personnel must also be entered here. This information will be used both to report financial information to Sponsors and to assist in Effort Reporting. The information in the “From Project ID”, “From Fund” and “From Department” fields are the payroll source of funds paying for the portion of the commitment not paid by the Sponsor.

Note: $0 appointees are treated as third party cost share. Please follow the instructions under step E. for those individuals

A. Update the Start & End Dates if the Cost Share commitment requires multiple lines due to:
   - Cost sharing source changing throughout the life of the commitment.
   - Cost sharing percentage changing throughout the life of the commitment.
   - Cost sharing duration is non-contiguous and will take place over multiple periods for a single person.

B. Enter the following information:
   - Project ID – if the cost sharing is from a 133 or 233 project
   - Fund Code – (required)
   - Department – (required)

Be sure the person is paid on the project indicated for cost sharing.

C. Use the drop down menu to select a cost share type of mandatory, voluntary, or NSF

D. Repeat steps A - C for each person with cost shared effort.
   - Additional project cost share can be added by clicking the “Add Project Cost Share” button. This button launches an employee lookup to search for & find the cost shared employee.

E. If there is Non-Salary cost sharing that must be provided, include information in the Comments tab that indicates who will document the cost share as required by the award. Letters of commitment from third parties must be attached to the WISPER record.
After all known project details have been entered, click the “Save and Return to Record” button.
Repeat steps A - E for all projects on the record.
For updates once information has been entered into the PeopleSoft grants system, use the Cost Sharing & Commitment updates form process. Forms and instructions are available on the OES Cost Share web page at [http://www.uwex.edu/business-services/extramural/cost-share.html](http://www.uwex.edu/business-services/extramural/cost-share.html).

6. Protocol Details

If the award involves human subjects, protocol certification details must be entered. (NOTE: This can also be completed when answering the Compliance questions on the General page.)

A. From the project general page, select the “Enter Protocol Details Here” hyperlink just above the project grid. This hyperlink will only be available if humans or biosafety indicators are “Yes”.

B. To add protocols of each type, use the drop down to select the appropriate type of approval required. Then select the “Add Approval” button which will create a row to enter the details. You can add as many rows (multiple protocols) as needed to accurately represent the number of protocols on the award. This project must be listed on the protocol(s) using the Project Number, WISPER EXT number, or the sponsor award number.

C. Enter the protocol number as provided on the approval from the appropriate committee.

D. Select the Protocol Status. It must be “Approved” to have an award generated.

E. Enter the Protocol Approval Date.

F. Enter the Protocol Expiration Date. If you are entering an Exempt Human Subjects protocol, enter 12/31/2099.

G. Repeat steps 3-7 for each protocol approval.

H. Click the “Return” button when all protocols have been entered.
TO COMPLETE THE PROJECT SET UP

1. Validate the information using the VALIDATE button on the Projects Tab.
2. Correct any errors or omissions. **NOTE:** For UW-Extension, ignore the warnings related to effort requirements and outside activity reports. Warnings will not prevent you from proceeding--only errors.
3. For proposal submissions: Click on “Submit to SPO.”
   For advance awards: Click on “Request Advance Account of SPO.”
   For project set up: Click on “Request Project/Award Finalized of SPO.”

***Please be advised that some directions provided in this document may be superseded by division authority.***

V. ATTACHMENTS

Any type of file attachment can be uploaded via this page including the Request for Proposal, PureEdge or Adobe PDF files, budget spreadsheets for review, and the complete application. A copy of all documents for inclusion in the application packet, must be uploaded. **Note that the file name cannot exceed 64 characters.**

1. **Upload Attachments:**
   a. Navigate to the Attachments tab
   b. Click the *Upload Attachment* button.
   c. Browse for and upload the documents. (This process may take a couple of minutes depending on file size).
   d. After the upload is complete, a file description can be entered on the main attachments page.
   e. To add additional attachments click the “Add another attachment” hyperlink. A new line will open. Repeat steps 2 through 4.
   f. To delete an attachment, click on the trash can next to the Upload Attachment button.
VI. PRINCIPAL INVESTIGATOR SIGNATURE

1. Trigger PI Signature
Principal Investigators will be required to verify the information provided in the record prior to routing the document to OES. This signature may be provided immediately following the initial data entry. In order for the PI(s) to electronically sign the ROUTING signature, all compliance questions must be answered. Only users logged in as the PI on the record will have access to the Sign the Record hyperlink. You may trigger PI Signature using the Send PI Email Request button available on the General Page header. The Contact PI Emails page will open. To trigger an email to the PI, select the Send Email button.

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.
VII. ROUTE

1. **Route the Record:**
Routing the record to another user transfers ownership to one who will facilitate the approval process or who will provide the rest of the information needed to complete the record. Please refer to your department or division for specific direction to whom the record should be routed.
   a. Click the *Route to Another Person* button at the top of the General tab or in the footer of any page.
   b. Enter any comments that you wish the new recipient to receive.
   c. Select to whom you are routing the record.
      i. Select to *Route to a Specific Person* button to launch a lookup tool for finding any person on campus. Selecting and verifying this person will trigger an email to that person and the addition of the record to that user’s MY WISPER worklist.
      OR
      ii. Select the *Route to the Owning Division* button which selects those users with Division Role Authority and notifies them that the record is ready for their action.

You will be sent to the History tab at which time you can select the Sign Out link on the top right of the page or select the MY WISPER link on the bottom of the page to continue further actions.