

# WISPER

## Electronic Routing of Applications & Agreements



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*of*  
**WISCONSIN**  
MADISON

Last Updated: January 28, 2008, for CALS Chairs Meeting

## WISPER - Electronic Routing of Applications & Agreements

- What is WISPER?
- Why Should I Care?
- Who Needs to Use WISPER?
- How Do We Get Access to WISPER?
- How Does WISPER Work? – Help is available!
- What Is the Chair's/Director's Role?
- What are Your Business Practices?

### What is WISPER?

- WISPER is an electronic replacement for the t-form and other award set up forms:
  - Create, route & sign routing forms electronically **from ANYWHERE in the world**
  - Share attachments with collaborators and administrators (budget, RFP)
  - Track the record from creation through negotiation and award set-up. **Know when the PI signs, when the Division approves and when RSP submits!**
  - Collect award data

**No more waiting for t-form to be walked across campus.**

Why should I care?

## The T-form is going away

When?

- February 2008 (late February)
- All current documents in process in PALS will convert to WISPER so you can start working with your existing documents in WISPER from DAY ONE.
- T-forms in process may continue. RSP will enter them. **All new forms should be created in WISPER.**

### Who needs to use WISPER?

- PIs/CoPIs
- Department/Center Administrators
- Chairs/Directors
- Research Administrators
- Support Staff
- **Anyone who prepares or submits an application, is responsible for facilitating the submission process, or will need access to information in the system to be able to track status/actions**

### How Do We Get Access to WISPER?

- Login via <http://www.rsp.wisc.edu/WISPER/>
  - Use netID & password
  - Do NOT share your netID & password with others!
- Get new personnel, especially faculty, set up in HR system as soon as possible. They cannot access the system and cannot be selected as a PI until they are in the system!
- Active Emeritus Faculty – must have active \$0 appointments.

## How Does WISPER Work?

Help is available:

Register for training – lecture and hands-on sessions are available

Training documents/manuals

PowerPoint slides

Desk references and Webcasts

- RSP at <http://www.rsp.wisc.edu/WISPER/>
- CALS at <http://www.cals.wisc.edu/research/General/training/training.html>

## What is the Chair's/Director's Role?

The same as it was using the t-form.

However ...

To expedite electronic **ROUTING**, see the Routing & Approval flowchart provided at the end of this slide series.

### What are Your Business Practices?

Departments/Centers need to define their business practices.

- Who creates/prepares the record?
- **PI must log in and sign**
- Recommend **Route To** Department/Center Administrator for Department/Center review/approval
- Chair/Director – recommend as an **Approval Request**

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- Multiple PIs, CoPIs, Non-CALS folks – recommend as **Approval Requests** – do not Route

Whoever the record is routed to, that individual holds ownership – Routing should be kept to a minimum.

**Route To** CALS Research Division as early as possible in the application development process

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