

WISPER Business Processes

TRANSACTION TYPE	ROUTING DOCUMENT	ROUTING METHOD	RECIPIENT	RELATED RECORD INDICATED
Account in Advance of Award*	existing WISPER record	APPROVAL	Division	
Amendment to Active Account	new WISPER record	ROUTE	Division	Y
Clinical Trial Add	Award Summary	delivery	Casey Hillmer	
Clinical Trial First Check	existing WISPER record	delivery	Division	
Competing Continuation	new WISPER record	ROUTE	Division	Y
Confidential Disclosure Agreement	new WISPER record	ROUTE	Division	
Continuation	new WISPER record	ROUTE	Division	Y
Contract	new WISPER record	ROUTE	Division	
eSNAP/NIH Progress Reports	no WISPER record	Route in Commons	Becky Bound	
Fee-for-service Agreement	see Paul Jelle		CALS Business Services	
Gift Deposit	Gift Routing Form	delivery	Casey Hillmer	
Intergovernmental Personnel Agreement	new WISPER record	ROUTE	Division	
Material Transfer Agreement	new WISPER record	ROUTE	Division	
New Application	new WISPER record	ROUTE	Division	
No-Cost Extension	Letter, note	e-mail	postaward@cals.wisc.edu	
No-Fund Account	new WISPER record	ROUTE	Division	
Pre-Proposal	new WISPER record	ROUTE	Division	
Research Agreement (Industry)	new WISPER record	ROUTE	Division	
Resubmission	new WISPER record	ROUTE	Division	Y
Revised Budget	existing WISPER record	APPROVAL	Division	
Sponsored Project Check/Award	new WISPER record	delivery	Ginger Freitag	
Sponsored Project Check; Budget Increase	existing WISPER record	delivery	Ginger Freitag	
Sponsored Project Check; no Budget Increase	Award Summary	delivery	Ginger Freitag	
Supplement	new WISPER record	ROUTE	Division	Y
136 Deposits	Receipt Deposit Form	delivery	CALS Business Services	

*For an Account in Advance, it is necessary to complete the information under the Projects tab

1. Indicate sponsor contact information in Submission Instructions when relevant.
2. Indicate Related Record in Submission Instructions or by doing an Add Related Record.
3. If it is necessary to route paper, print the WISPER record and attach the hard copy.

Note: transactions could have Related Records.

Depending upon the situation, only those transactions which would absolutely have Related Records are notes as "Y"