

**University of Wisconsin
Grants Project
Desk Reference**
*Madison * Milwaukee * Extension*

WISPER Division Action

Division Administrators have the responsibility of managing the process within their units and ensuring the record is complete and accurate before forwarding to RSP for action. Prior to forwarding the record to RSP, division administrators will need to indicate their approval of routing information via electronic signature on the Division Action page.

Access to the Division Action page is limited to those with any Division role. Others may determine if the signature or actions have occurred via the History tab.

The following steps will guide you through the actions available on the Division Action page.

I. Login:

1. Navigate to the WISPER login page via <http://www.rsp.wisc.edu/WISPER>. Click the "Log in to WISPER" button and enter your net ID and password. Navigate to your MY WISPER page (UW WISPER>MY WISPER).
2. From MY WISPER, select "to my division role."
3. Select the record for which you would like to sign from your division inbox.

II. Electronically Sign for the Proposal

The proposal signature ensures that resources of the Division can be committed for performance of the project. In addition, it ensures the record has been reviewed and is accurate and complete.

1. Navigate to the Division Action tab.
1. Read the "Administering Division Signature" to which you are attesting.
2. Approve your Division's resources and confirmation on the record by clicking the "I SIGN" button.

Administering Division Signature

The signature by the authorized representatives in the Administering Unit confirm that the proposal or award and this form have been reviewed and found to be accurate and complete, including required clearances, budget and commitments involving space, faculty/staff time and matching funds. Please note the requirements for projects that cross departments or divisions. By clicking on the "I Sign" button below, I agree to this text.

 Division Signature performed by HERRICK,DAWN
Date & Time 02/13/2008 5:51PM

III. Electronically Sign for the Award

Before RSP can execute and agreement or generate an award, the Division is responsible for ensuring that the Division can support the Investigator in completion of the project.

1. Navigate to the Division Action tab.
2. Read the second statement which indicates Divisional concurrence with the terms and conditions of the award and ensures the Division's role in meeting those terms.
3. Sign for the Award by clicking the "I SIGN" button.

I certify that on behalf of the Division, I understand that by clicking on the "I Sign" button below, I agree that the Division is willing to support the PI and the University in order to carry out its obligations under the award.

 Division Signature performed by
Date & Time

Override Electronic Signatures

IV. Division Signature Override

Division Administrators have the option of overriding all electronic signatures by checking the "Override Electronic Signatures" box on the Division Action page. This box should be checked when physical signatures are the only option on a record or if the record's sole purpose is to provide RSP with information and the PI and Division signatures are already on file. In the first case, a paper copy of the record must also be printed by selecting the "PRINT" button the General Page, signatures captured on that copy and routed on to RSP for processing.

V. Validations

In order to ensure that the record is ready for further processing, validation buttons will run checks on the data. Prior to performing each step, the Division can validate to ensure the record is complete and all data required for RSP to act has been entered. A complete list of the validations run by each button is available in the WISPER Manual. Be sure to run the appropriate validation based on the desired action you will be executing, as the validations are different for each action.

<input type="button" value="Validate to Submit"/>	<input type="button" value="Submit to SPO"/>
<input type="button" value="Validate to Req Adv Account"/>	<input type="button" value="Request Advance Account of SPO"/>
<input type="button" value="Validate to Req Project /Award Finalized of SPO"/>	<input type="button" value="Request Project /Award Finalized of SPO"/>

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VI. Processing

The Division can request action from RSP by selecting any of the three action buttons. Again, be sure to select the appropriate button based on the action you wish to execute for this record. The same validations as detailed in step V are run and results provided to the Division Role Member. The actions performed by each button are:

1. Submit to SPO – routes the document to a central SPO worklist for submission to the Sponsor or for negotiation of the terms of an agreement with the Sponsor.
2. Request Advance Account of SPO – places a flag on the record to notify the SPO that the Division has approved and is requesting an Award be set up in advance of receipt of notice of award or finalized negotiations.
3. Request Project/Award Finalized of SPO - places a flag on the record to notify the SPO that the Division has finalized all collections of data required to execute the agreement and set up the award.