

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

**WISPER Principal Investigator Signatures**

Principal Investigators are required to verify the information provided in the record prior to routing the document to RSP and to ensure compliance with University, State, Federal and Sponsor requirements. This signature may be provided immediately following the initial data entry or at any point until submission.

Principal Investigators may be triggered to perform this action by the *Send PI Signature Request* button on the general page. If such is used, an email will be sent to the PI indicating that the record has been created on their behalf and that they are required to sign before submission to RSP.

The following steps will guide you through the process of signing for both the routing of the proposal and approval of the terms and conditions of award:

1. **Login:**
  1. Navigate to the WISPER login page via <http://www.rsp.wisc.edu/WISPER> to Log in using your user ID and password.
  2. Navigate to your MY WISPER worklist using the left menu selecting UW WISPER then MY WISPER.
  3. Locate the record in your "Records for which I am PI" section of your MY WISPER worklist.

## MY WISPER

Create New Record

In Box

Record ID	Due Date	Contact PI	Document Type	Short Title
-				

Approvals I Need to Complete

Record ID	Due Date	Contact PI	DocumentType	Short Title
-				

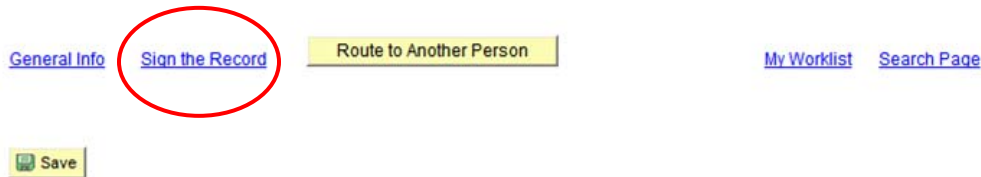
Records for which I am PI

Record ID	Contact PI	Document Type	Short Title	Dept ID
<a href="#">0000000036</a>	BALSER,TERESA	Grant	test mult PI	075400
<a href="#">MSN100001</a>	ROBINS,SANDRA	Grant	Warren Test	530200
<a href="#">MSN100070</a>	BALSER,TERESA	Hatch	Balser McIntire Stennis Project on Soil	075400
<a href="#">MSN100071</a>	BALSER,TERESA	Hatch	Spiltter Animal Health Project	075400

2. **Electronically Sign for the Proposal:**

**Note that the compliance questions on the General page must be signed before the PI is allowed to sign the record.**

1. After review of the content to ensure you are aware of what you are signing and that the information is correct, click on the "Sign the Record" hyperlink located in either the header or footer of the General page. This will open the PI Signature page.



2. Read the statement to which you are attesting. At this time, you are ensuring the scientific integrity of the project to which your signature relates.
3. Sign for the proposal by clicking the "I Sign" button.

A screenshot of the 'Principal Investigator Signature for Proposal' page. The page has a tabbed interface with 'PI Signature' selected. It displays record details: Record ID (MSN100246), Contact PI (VIRNIG,NICOLE G), Short Title (test), Document Type (Hatch), Sponsor Name (National Institutes of Health), and Status (6-Completed). Below this is a large text area containing a certification statement. At the bottom of the text area is a yellow 'I Sign' button circled in red. Below the button are labels for 'PI Signature performed by' and 'PI Signature Date & Time'.

Record ID	MSN100246	Document Type	Hatch
Contact PI	VIRNIG,NICOLE G	Sponsor Name	National Institutes of Health
Short Title	test	Status	6-Completed

**Principal Investigator Signature for Proposal**

In signing, I certify that I am a Principal Investigator on the above referenced proposal or award and understand that by clicking on the "I Sign" button below, I agree to this text. I certify that I have identified all space, personnel, equipment and budgetary needs associated with the proposal or award, and that the proposal or award and this form are accurate and complete in all regards, including technical matters, adherence to sponsor's guidelines, budget and required clearances. I certify (1) that the information submitted within the application is true, complete and accurate to the best of the PI's knowledge; (2) that any false, fictitious, or fraudulent statements or claims may subject the PI to criminal, civil, or administrative penalties; and (3) that the PI agrees to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of the application.

**I Sign**

PI Signature performed by  
PI Signature Date & Time

3. **Electronically Sign for the Award:**

Below the Signature for Proposal is the Principal Investigator Signature for Award. As advised by your respective departments, PIs have the option at this time to approve the award terms and conditions. In order for the PI to sign the Award signature, the Proposal signature must have previously been signed. Your signature ensures your compliance with University, State, Federal, Sponsor and Award or agreement requirements.

### Principal Investigator Signature for Award

I certify that I am the Principal Investigator on the above referenced proposal or award and understand that by clicking on the "I Sign" button below, I agree to this text. In order for the University to carry out its obligations, and as a condition of and in consideration of my participation in this extramurally sponsored research or other activity at the University of Wisconsin-Madison, I hereby agree to the following:

I agree to disclose promptly to the University any invention, novel variety of plant which is or maybe protected under the Plant Variety Protection Act, computer software which is potentially patentable or to which the sponsor has rights under the agreement, or mask work made by me in whole or in part, whether solely or jointly with others during and in the course of such extramurally supported research or other activity. I further agree that I will comply with the provisions of any agreement between the University and the sponsor, and will cooperate in assuring that the sponsor's rights in intellectual property are fully protected. If an invention is funded in whole or in part by a federal agency or if the sponsored research agreement requires the University to grant rights in the invention to the sponsor, I agree that I will, if requested, assign rights to such invention to the University's designated patent and intellectual property management organization and will execute all papers necessary to file patent applications on the invention and to establish the federal government's or other sponsor's rights in the invention. I confirm that I am now under no obligation to any other person or extramural sponsor with respect to any rights in inventions, discoveries, or copyrightable material which are in conflict with the subject agreement or project proposal. By clicking on the "I Sign" button below, I agree to this text.

I agree to be responsible for assuring that all persons participating in the project, other than clerical or nontechnical persons, prior to commencing work on the project become familiar with the terms and conditions in the agreement between the extramural sponsor and the University and have signed a copy of a document agreeing to essentially the same obligations as set forth above. (PI may use either a copy of the above language or may use the universal project participants statement found at <http://info.gradsch.wisc.edu/research/ip/ipagreement.doc>)

I agree that I will comply with the provisions of the award from the Sponsor, and will cooperate in assuring that the University's obligations to fulfill those terms are met.

I Sign

PI Signature performed by

PI Signature Date & Time

After signing each statement, the PI name along with signature date and time will be stamped on the page as well as on the History tab. The PI Signature page is only accessible to Principal Investigators; others will access the PI Signature Request or History page to verify that the signatures have been executed. If at any point in the process, the Division or RSP would like additional assurance regarding particular terms or the PI's ability to perform the terms, an APPROVAL should be added.

#### 4. Sign out:

Sign out of PeopleSoft by clicking the "Sign out" hyperlink in the top right corner of the window.