

Additional Project under an Existing Award (Subproject)		
Details	Routing Guidance	More Information
The creation of an additional project (ex. AAB1234) under an existing award (ex. MSN123456).	Create a new WISPER record. Make sure to select the "subproject" document type. Route the record through normal channels.	

Additional Project under an Existing Award (Subproject)		
Details	Routing Guidance	More Information
The creation of an additional project (ex. AAB1234) under an existing award (ex. MSN123456).	Create a new WISPER record. Make sure to select the "subproject" document type. Route the record through normal channels.	

Advance Award/Account		
Details	Routing Guidance	More Information
Set-up of an award in the financial system prior to receipt of the official notice of grant award.	Submit request via WISPER. For new awards, use the existing WISPER record to submit the request. For continuation awards, use an existing record if you have one or create a new one to submit the request.	Check out the Award Set-up Webpage under the heading "Advance Account."

Award Closeout		
Details	Routing Guidance	More Information
System generated e-mail is sent out 60 days before the award end date.	Follow the instructions contained in the award closeout email. If you don't recall receiving a closeout email, contact your RSP accountant.	Award Closeout Resources

Award Modification/Amendments		
Details	Routing Guidance	More Information
Modification/Amendments are formal changes to already established awards. These can be funding increments, changes to terms and conditions, non-competing continuation awards, etc.	If the award document is sent directly to campus, attach the award to the WISPER record that was originally created for the proposal submission. If one doesn't already exist (mostly for amendments), please create a new record. Route the record to your Dean's Office, who will submit to RSP for Award Setup.	

Award Modification/Amendments		
Details	Routing Guidance	More Information
	If the award document is sent to directly to RSP, RSP will match up the document with the appropriate WISPER record if one exists. If no record exists, RSP will create one if its needed. If the modification can be processed without a record, RSP will do so.	

Business Associate Agreements (BAA)		
Details	Routing Guidance	More Information
These agreements create protections whereby one entity (the Covered Entity) can provide protected health information (PHI) to another entity (the Business Associate) so that the Business Associate can perform a service for the Covered Entity (such as evaluating its systems for improvements).	New WISPER record. If a Business Associate Agreement is part of a Funded Research Agreement, the Business Associate Agreement must be in its own record for tracking purposes for the Provost.	

Carryover Requests and Modifications		
Details	Routing Guidance	More Information
Review the award terms and conditions to determine if carryover is allowed and how much is permitted.	Prepare a formal request letter specifying how much funding needs to be carried over along with a detailed explanation. Email the letter to the assigned RSP accountant. If you later receive a modification from the sponsor, you can also forward that to the accountant.	RSP Accountant Lookup

Change in Key Personnel		
Details	Routing Guidance	More Information
A change in a key person on an award is the complete removal and/or replacement of that individual. Each sponsor has different rules, consult the award documents, and sponsor policy, to	If prior approval is needed, craft a justification on departmental letter head and forward to the assigned RSP accountant.	RSP Accountant Lookup

determine if prior approval is needed.		
--	--	--

Change in Scope of Work		
Details	Routing Guidance	More Information
During the course of a funded research project, it may be necessary to clarify or augment the scope of work for the project.	Prepare a request letter to be sent to the project sponsor. Send the letter, along with the new scope of work, to the RSP accountant for submission to the sponsor.	RSP Accountant Lookup

Checks for Sponsored Projects		
Details	Routing Guidance	More Information
Some sponsors will fund projects by sending paper checks.	Depending on the scenario, there may be different actions to take.	Please see the Check Routing Webpage for detailed information on the proper routing of checks.

Clinical Trial Check Payments		
Details	Routing Guidance	More Information
Some sponsors will fund projects by sending paper checks.	Depending on the scenario, there may be different actions to take.	Please see the Check Routing Webpage for detailed information on the proper routing of checks.

Confidential Disclosure Agreements (CDA)		
Details	Routing Guidance	More Information
	Create a new WISPER record and route through your Dean's Office. Your Dean's Office will then review the documentation and submit the record to RSP for negotiation and processing.	Agreement Negotiation

Contracts / Research Agreements		
Details	Routing Guidance	More Information
New agreements that support sponsored research and require signatures by both parties (UW and the sponsor).	Prior to RSP review, the document needs to be uploaded to WISPER and routed through your Dean's Office. Your Dean's Office will then review the documentation and project for submission through WISPER for processing. From there, the award will be processed and/or negotiated by the appropriate RSP Team.	Agreement Negotiation Webpage

Cost Share Updates		
Details	Routing Guidance	More Information
Updates to the cost share entries in SFS	To request an updates, please complete and submit a Cost Share Update Form through the proper channels.	More information on cost sharing can be accessed here: Cost Share Webpage

Data Sharing Agreement / Data Release Agreement		
Details	Routing Guidance	More Information
An agreement that facilitates the sharing or receiving of existing data from research but is unrelated to medical history or payment for medical care.	All research related contracts must be in WISPER . Create a new WISPER record and route through proper channels.	Agreement Negotiation Webpage

Data Use Agreement		
Details	Routing Guidance	More Information
Often referred to as a "DUA," this refers to the agreements described in the HIPAA Privacy Rule for the use and disclosure of protected health information (PHI). DUAs allow for the sharing of a data set which has the direct identifiers stripped out to create a "Limited Data Set."	Create a new WISPER record and route through the proper channels. All DUAs will be reviewed and signed by RSP.	Agreement Negotiation Webpage

Department Changes (project or award ownership)		
Details	Routing Guidance	More Information
When an already set-up award or project will be transferring from one UW department to a different UW department.	Complete the Project/Award Transfer Form . Once completed, email the form to the assigned RSP accountant .	See the Internal Transfer for Proposals/Grants webpage for more information.

Effort Commitment Updates		
Details	Routing Guidance	More Information
If the individual with the commitment is listed on the	Prepare a request for approval from the sponsor on	Commitment update form:

Notice of Award, and the change is greater than 25% of the baseline commitment.	department letter head. Forward the letter, along with a completed commitment update form to RSP.	https://www.rsp.wisc.edu/forms/costshareCommitment_update/index.cfm
---	---	---

Effort Commitment Updates		
Details	Routing Guidance	More Information
If the individual with commitment is not listed on the Notice of Award, no updates are needed.	No action is needed.	Commitment changes for individuals who are not listed on the Notice of Award can be made with out sponsor approval. For more guidance: https://www.rsp.wisc.edu/effort/Guidance_Treatment_Effort_Commitments.pdf

Effort Commitment Updates		
Details	Routing Guidance	More Information
If the individual with the commitment is listed on the Notice of Award, and the change is NOT greater than a 25% of the baseline commitment.	Prepare and submit a completed commitment update form to RSP.	Note: sponsor approval is not needed for changes that are less than 25% of the baseline commitment. Commitment update form: https://www.rsp.wisc.edu/forms/costshareCommitment_update/index.cfm

F&A Waiver Request		
Details	Routing Guidance	More Information
Proposal budgets must incorporate indirect costs in accordance with the established UW rates. If you wish to deviate, a waiver must be requested and approved prior to proposal submission.	A letter requesting the waiver and justification must be uploaded to WISPER and an Approval sent to your Dean, Director or College/School Research Administrator as indicated above. Waiver requests must be reviewed by the Director of RSP.	See the "Required Approvals" section on the Proposal Preparation Webpage

Fee for Service Agreements		
Details	Routing Guidance	More Information
	Create a new WISPER record and select "FeeForServ" as the document type. Route through normal channels.	Agreement Negotiation Webpage

Financial Reports		
Details	Routing Guidance	More Information
Reports detailing how funding was actually spent.	Some sponsors have templates, others do not. Regardless, all financial reports need to be reviewed and approved by RSPaccountant prior to submission to the sponsor.	RSP Accountant Lookup

Gift Deposits		
Details	Routing Guidance	More Information
Gifts are handled by accounting services, not RSP.	Contact Accounting Services	Accounting Services Webpage

Intergovernmental Personnel Assignment (IPA) Agreements		
Details	Routing Guidance	More Information
IPA agreements are used when UW faculty will be on assignment to a different institution/agency but will stay on UW payroll.	Create a new WISPER record, select IPA as the document type, and route through the normal channels.	See the "Intergovernmental Personnel Act Assignment Agreement (IPA Agreement)" section on the Award Set-up Webpage

Just In Time (JIT) Requests		
Details	Routing Guidance	More Information
After the proposal is submitted, the sponsor may have questions or require additional information before making an award. Some sponsors call this a Just-In-Time (JIT) request.	If the department or PI receives a request for information other than scientific information, please notify via WISPER approval the SPO owner of the WISPER record (located on the SPO Action tab) when the request is ready to be submitted.	See the "Requests for Additional Information and JIT" section of the Proposal Preparation Webpage

Material Transfer Agreements (MTA)		
Details	Routing Guidance	More Information
The exchange of materials among scientists is a common, and much needed, practice. Material Transfer Agreements (MTAs) are contracts that protect the rights of both the recipient and the provider of these materials.	All MTAs (incoming and outgoing) should be routed in WISPER. Create a new record for a new MTA and route through the necessary channels.	Please see the MTA Webpage for more information.

NIH Loan Repayments		
Details	Routing Guidance	More Information

Contact your deans office.

[College/School Research Contacts](#)

New Proposal Applications, Competing Continuations (Renewal), Resubmissions

Details	Routing Guidance	More Information
All new proposals/applications for extramural support funding. Competing continuations, where the continuation of a project is subject to an open competition, are also treated as new proposals. Likewise the re-submission of a proposal will follow the same process as a new proposal.	All proposals must be routed through WISPER and approved by RSP prior to submission. An authorized representative (RSP) must sign any document requiring an official signature. Create a new WISPER record and route through your deans office. Once deans office approves, they will forward on to RSP for final review and submission.	Please see the Proposal Preparation Webpage for additional information.

No-Cost Extensions

Details	Routing Guidance	More Information
An extension of the end dates of a sponsored project without additional funding. Each sponsor has different requirements for NCEs, be sure to review the award terms and conditions. An NCE must be requested in advance of the end date of the award based on agency requirements.	All materials must be routed through WISPER. Create a new record, select 'NoCostExt' as the document type and route through normal channels.	In-depth guidance can be found on the No-Cost Extension Request Webpage Test

Non Funded Research Agreements

Details	Routing Guidance	More Information
There are many types of agreements that facilitate research at the UW, but may not involve the exchange of funding. These are often refereed to as non-funded agreements or NFAs.	All research agreements, with funding or no funding, need to be in WISPER and reviewed by RSP. Please create a new WISPER record and route through proper channels.	Agreement Negotiation Webpage

PI / Award Transfers (Relinquishments)

Details	Routing Guidance	More Information
The transfer of a Principal Investigator (PI), and subsequently an award, from one institution to another.	Depending on the specific situation, there may be different ways to approach this situation.	For specific guidance on this topic, please see the PI & Award Transfers Webpage

PI Change

Details	Routing Guidance	More Information
Sponsor approval is needed to change the Principal Investigator of an award.	All PI change requests need to be in WISPER. The new PI should be listed as the PI of the record and sign accordingly. The record then needs to be routed through the proper channels and submitted by RSP.	

Pre-Proposal

Details	Routing Guidance	More Information
A pre-proposal (depending on the sponsor, this may also be called a preliminary proposal, white paper, letter of intent or concept paper) is a short description of a project that does not involve a binding commitment of university resources.	If the sponsor requires institutional approval or budget information, the pre-proposal must be in WISPER and routed through normal channels.	

Pre-Proposal

Details	Routing Guidance	More Information
	If the sponsor does not require budgetary information or a commitment from the institution, then the PI may submit the necessary materials directly to the sponsor without RSP approval.	

Progress Reports & Non-Competing Continuation (RPPR Interim & Final)

Details	Routing Guidance	More Information
If you are working to submit a NIH RPPR that is subject to SNAP.	No WISPER record is needed. The RPPR will be completed and submitted through eRA Commons.	

Progress Reports & Non-Competing Continuation (RPPR Interim & Final)

Details	Routing Guidance	More Information
If you are working to submit an NIH RPPR that is not subject to SNAP.	A new WISPER record needs to be created and routed through the proper channels.	

Progress Reports & Non-Competing Continuation (RPPR Interim & Final)

Details	Routing Guidance	More Information

Details	Routing Guidance	More Information
If the Sponsor requires only technical progress report with no institutional approval.	No WISPER record is needed. The PI may develop and submit these reports directly to the sponsor.	

Progress Reports & Non-Competing Continuation (RPPR Interim & Final)		
Details	Routing Guidance	More Information
If the Sponsor requires budget, statement of costs or institutional approval.	A new WISPER records needs to be created and routed through the proper channels.	

Progress Reports & Non-Competing Continuation (RPPR Interim & Final)		
Details	Routing Guidance	More Information
If the Sponsor requires budget, statement of costs or institutional approval.	A new WISPER records needs to be created and routed through the proper channels.	

Re-Budgeting Requests		
Details	Routing Guidance	More Information
The re-budgeting of funds on an award that has been accepted and set-up.	Each sponsor has different requirements for re-budgeting. Contact the assigned accountant in RSP for further guidance. A WISPER record is NOT needed.	RSP Accountant Lookup

Re-Budgeting Requests		
Details	Routing Guidance	More Information
	If you are requesting the alteration of a budget for a pending application, upload the new budget to the existing WISPER record and send an approval to the SPO owner of the WISPER record.	

Spending Edits		
Details	Routing Guidance	More Information
The Spending Edits on an award control what departments can spend and what types of transactions can be placed on a project.	To request a change/update, please email the RSP accountant assigned to the award.	RSP Accountant Lookup

Supplements		
Details	Routing Guidance	More Information
A supplement is a process by which funds are added to an existing awards. These funds are outside of what we previously committed by the sponsor.	All supplemental funding request/applications need to be in WISPER and signed off on by RSP. Please create a new WISPER record and route through the proper channels.	

Termination Notice		
Details	Routing Guidance	More Information
For various reasons, a sponsor (or the UW) may decide to terminate an award prior to completion. Terminations can have legal ramifications and need to be reviewed by RSP.	If a termination notice is received from the sponsor, or the PI wishes to terminate an award, create a WISPER record and route to RSP.	

Unfunded Proposals (Rejection/Refusal notices)		
Details	Routing Guidance	More Information
When the sponsor decides not to fund a proposal, they often times send a notice to inform the proposer of their decision.	If this notices is received directly by the PI, or campus personnel, please attach the notice to the WISPER record and notify RSP so they can update the record accordingly.	

Withdrawal of a Proposal		
Details	Routing Guidance	More Information
When a proposal, that's already been submitted the sponsor, needs to be withdrawn from funding consideration.	Please send an approval in WISPER to the SPO owner of the WISPER record. RSP will then withdraw the proposal in accordance with sponsor guidelines.	The WISPER record will be put into status 6 'completed' with a funding status of 'withdrawn.'