University of Wisconsin - Milwaukee
Grants Project Desk Reference
WISPER – Copy a Record

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WISPER allows for easy duplication of records via the Copy function. The copy WISPER document button is located in the last column of the search results, and will copy all core data from the selected record. Copy could be used for resubmissions, supplements, or frequent submissions to the same agency. Not all data will be copied: dates, submission instructions, compliance responses, budget details, approvals and attachments will not be copied as they will unlikely be the same across a number of submissions.

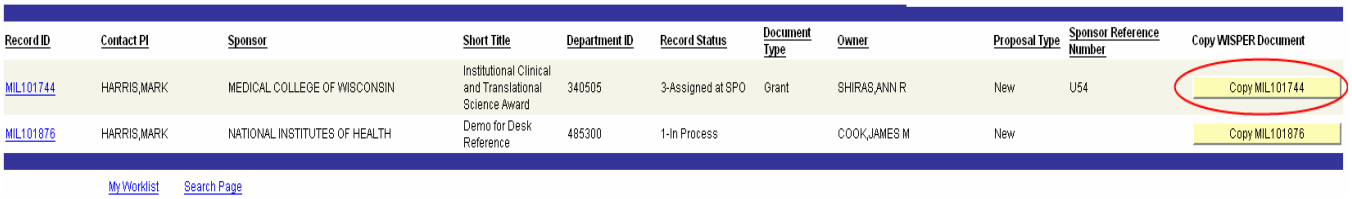
WISPER users will be able to view and copy only records for which they have security access. Those records in a "1-On Campus" status can be found only by users who are participants on them. Records in any later status are able to be located by anyone on campus but can be copied only by participants on the record.

I. Login and Search:

1. Navigate to the WISPER login page via **https://uwm.edu/officeofresearch/wisper/**, select the "Log in to WISPER" button, then enter your Panther ID and password. You will be directed to the UW WISPER page.
2. Clicking "Search" will take you to the WISPER Search Page. The Search page allows the look up of existing records by selecting limiting search criteria. Any text entered into the search box will perform a "contains" search function on that field. No wildcards are necessary.
3. Enter criteria in the search field(s) and click "Search" to locate the record you wish to copy.

II. Copy:

1. Scroll to the last column on the right and click the "Copy MIL######" button for the record you wish to copy.
2. A screen will open asking you to confirm that you wish to copy the selected record. Click "Yes" to proceed.
3. A duplicate record General page will open with all core data copied from the previous record. Note the new WISPER ID. To proceed further, see Step 3 of the "Record Creation" Desk Reference...



Record ID	Contact PI	Sponsor	Short Title	Department ID	Record Status	Document Type	Owner	Proposal Type	Sponsor Reference Number	Copy WISPER Document
MIL101744	HARRIS,MARK	MEDICAL COLLEGE OF WISCONSIN	Institutional Clinical and Translational Science Award	340505	3-Assigned at SPO	Grant	SHIRAS,ANN R	New	U54	Copy MIL101744
MIL101876	HARRIS,MARK	NATIONAL INSTITUTES OF HEALTH	Demo for Desk Reference	485300	1-In Process		COOK,JAMES M	New		Copy MIL101876

My Worklist Search Page