

University of Wisconsin - Milwaukee
Grants Project Desk Reference
WISPER – Respond to Request for Approval

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Requesting an approval allows WISPER users to request review of a record by another user without transferring ownership to the approver. When an approval is requested, an email notification is sent to the approver and the record will appear on that user’s MY WISPER worklist in the “Approvals I Need to Complete” section. Any participant can respond to the request, not just the requested approver.

Responses available to the approver include:

1. Approve
2. Deny
3. Submit Comments Only

WISPER captures all actions performed on the Approvals Page and the History page.

The following steps will guide you through the process of responding to a request for approval:

1. Login and Select Record:

1. Navigate to the WISPER login page via <https://uwm.edu/officeofresearch/wisper/> to enter your user ID and password.
2. Locate the record on which an approval is to be responded.
 - 1 If it is on your MY WISPER worklist (Approvals I Need to Complete), select the record.
 - 2 If it is not on your MY WISPER worklist, you can also select the Search link at the bottom of the page, search for and select the record.

2. Review Approval Request

- 1 Select the Approvals tab, to open the main Approvals page.
- 2 Click the “Details” hyperlink to the right of the Approval to which you are responding. This will open the Approval Detail page.

General		Projects		Approvals		Attachments		SPO Action		Terms & Cond		Document History	
Record ID	MIL101874	Document Type	Grant			Wisper Help							
Contact PI	HARRIS,MARK T	Sponsor Name	US DEPT OF HEALTH & HUMAN SERVICES										
Short Title	Demo for Desk Reference	Status	1-In Process										

Add Approval						
Requested Approvals						
Type	Requested	Requested By	Requested Approver	Actual Approver	Action	Details
Request Advance Award Setup	01/23/08 2:44PM	Harris, Mark	48-College of Letters & Science	KISSINGER,PATRICIA L	Approved	Details/Comments
Revised Budget	01/23/08 4:40PM	Harris, Mark	48-College of Letters & Science			Details

3. Approve, Deny, Submit Comments on Approval

The Approver has the choice to (1) *approve*, (2) *deny*, or (3) *submit comments only* on the requested approval. A *submit comments only* response stores the comments, but leaves the item on the user's worklist for possible future action. The approver or any other participant can return to the record to enter responses 1, 2, or 3 at any time. After being approved or denied, a record will still have the "Submit Comments Only" button active for additional comments to be added at any time.

- 1 Enter comments if applicable
- 2 Click the appropriate response to the request. This action will close the Approvals Detail page and return to the main Approvals page.

Approvals

Requested By Harris, Mark **Request Date** 01/23/08 4:40PM **Sequence** 2

Approval Type Revised Budget

Approval Request Submission of a revised budget to this record. Please approve and ensure submission...

Approver Type Division **Business Unit** UWML

Requested Approver 48-College of Letters & Science Add Approval Cancel

Respond to Approval

Submit Comment Only Approve Deny

Comment

Commenter	When	Comment
1		

To review the Approval or submit more comments, the Approval details page can be accessed by clicking the Details/Comments hyperlink from the main Approvals page.