FastLane Help

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Welcome to the FastLane Help System

Contact FastLane for Help

The FastLane Help System is the centralized location for all the guidance you need in your interaction with NSF through FastLane. See Search for Help to learn how to find the help you need—*fast*.

The FastLane Help Desk is also available to help you: 7 AM to 9 PM Eastern Time, Monday through Friday (except for federal holidays):
- Email the Help Desk at fastlane@nsf.gov.
- If your inquiry is an emergency or requires a response in the near term to meet deadlines, call 1-800-673-6188.

To hear the recording on FastLane availability, call 1-800-437-7408. To give feedback

or comments, see FastLane System Comments.

To request support, see Technical Support Service Request.

Note: Don't use FastLane System Comments or the Technical Support Service Request to submit FastLane text or files.

Proposal & Award Policies & Procedures Guide (PAPPG)

Consult the *Proposal & Award Policies & Procedures Guide (PAPPG)*, for all of your questions on NSF policy regarding preparing a proposal and NSF policy on awards.

This link takes you outside of FastLane.

NSF Updates

Sign up for NSF Updates to receive notifications about new content posted on the NSF website. Notification can be received via the system, "NSF Update".

News and Updates

Click a link to find out what's new in FastLane and also access current or recent FastLane Advisories.
- Current Advisories (FastLane Homepage)

Introduction to FastLane
Introduction to FastLane

Most work in FastLane is carried out in the modules that are displayed in the menu at the top of the FastLane Home Page screen (Figure 1).

Figure 1   FastLaneHome Page screen. The links to FastLane's modules are circled.   The FastLane

modules are:
- Proposal Review
- Panelist Functions

Click on a link above to find out:
- The roles that work in the module's applications
- Purposes and activities of each module and its applications

For detailed guidance for proposals and awards, see the NSF *Proposal & Award Policies &Procedures Guide (PAPPG)*

Activities Overview

For NSF Reviewers and Panelists

- Review a proposal
- Participate in a panel to make proposal-funding recommendations to NSF
- Make travel and EFT arrangements to participate in a panel

Proposal Review

Proposal Review

Proposal Review is the module where an individual gains access to a proposal, for purposes of evaluation, and prepares and submits a review of the proposal to NSF (Table 1).

Proposals are assigned to reviewers by an NSF Program Officer.

Table 1   Proposal Review Applications

Application	Who	Activity
Prepare Review	Proposal Reviewer	Complete and submit the form for review of a proposal.
Download/Save Proposal		Download and save a proposal to your PC for reference.
View Proposal		View a proposal online in PDF format.
Edit Reviewer Information		Change your profile information that NSF has on file.

See Accessing Proposal Review.

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Table 1   Proposal Review Applications

See Accessing Proposal Review.

Accessing Proposal Review

Role	What You Need for Access	Registration Required?
Reviewer	• Proposal number from NSF Program Officer • Proposal PIN from NSF Program Officer	No

Figure 1   Proposal Review Home Page screen.

Panelist Functions

Panelist Functions

Panelists are qualified individuals NSF calls upon to deliberate and provide advice as a group   to the program officer on funding recommendations for a set of proposals (Table 1).

Table 1 Panelist Functions Applications

Application	Who	Activity
Interactive Panel System	Panel member	Work with fellow participants in a virtual conference or in a meeting at NSF, or a combination of both, to review proposals and make recommendations for their funding priority. (NSF appoints a Lead Panelist, who presents the proposals to the meeting, and a panel Scribe, who drafts the final Summary of the deliberations and conclusions reached by the panel.)

Panel Review System		Prepare and submit a review of a proposal that is before the meeting.
Travel and Reimbursement System		• Make travel arrangements to attend a meeting at NSF. • Submit requests for NSF reimbursement of costs incurred for travel to the meeting.

See Accessing Panelist Functions.

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Accessing Panelist Functions

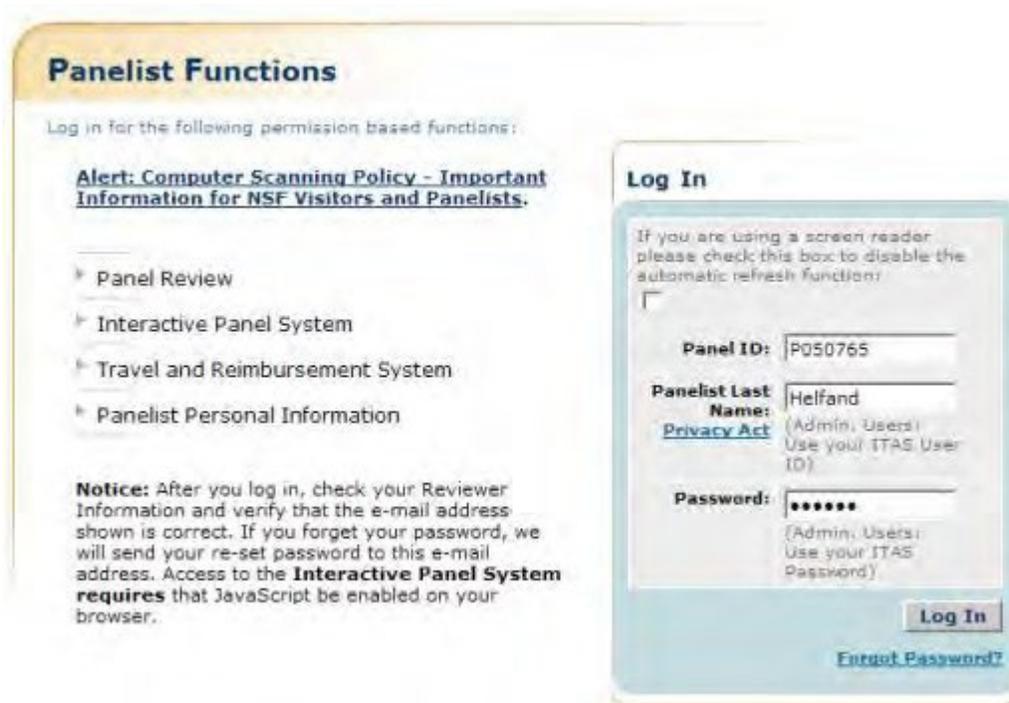| Role	What You Need for Access	Registration Required?
Panelist	• Panel ID from NSF • Password from NSF	No

Figure 1   Panelist Functions Home Page screen.

Proposal & Award Policies & Procedures Guide (PAPPG)
The NSF *Proposal &Award Policies & Procedures Guide (PAPPG)* contains NSF's proposal preparation   and submission guidelines. Some NSF programs have program solicitations that modify the general

provisions of the PAPPG, and, in such cases, the guidelines provided in the solicitation must be   followed.

The **PAPPG** *also* sets forth NSF policies and procedures regarding the award and management of   grants and cooperative agreements and in conjunction with the award terms and conditions,   implements 2 CFR §200, *Uniform Administrative Requirements, Cost Principles, and Audit   Requirements for Federal Awards.* If the PAPPG is silent on a specific area covered by 2 CFR200,   the requirements specified in 2 CFR 200 must be followed. The PAPPG also implements other Public   Laws, Executive Orders (E.O.) and other directives insofar as they apply to grants and is issued   pursuant to the authority of Section 11(a) of the NSF Act (42 USC §1870).

Password
A password is a 8-20 character authentication and access code used to log into PI/Co-PI Functions, Panelist Functions, Research Administration, Financial Functions, and Honorary Awards.

PIN - Personal Identification Number
A six-character alphanumeric that reviewers use to access Proposal Review (see Accessing Proposal Review) and that an Other Authorized User uses to access Proposals, Awards, and Status (see Accessing Proposals, Awards, and Status).

PI/co-PI – Principal Investigator/Co-Principal Investigator(s)
The individual(s) designated by the proposer, and approved by NSF, who will be responsible for the scientific or technical direction of the project. See PAPPG Exhibit II-7 for further information. A proposal can have at most four Co-PIs. Other Senior Personnel can be added to the proposal as non Co-PI Senior Personnel.

Proposal Review

Proposal Review Introduction

[Print the contents of the Proposal Review book.](#)

The National Science Foundation strives to invest in a robust and diverse portfolio of projects that creates new knowledge and enables breakthroughs in understanding across all areas of science and engineering research and education. To identify which projects to support, NSF relies on a merit review process that incorporates consideration of both the technical aspects of a proposed project and its potential to contribute more broadly to advancing NSF's mission "to promote the progress of science; to advance the national health, prosperity, and welfare; to secure the national defense; and for other purposes." NSF makes every effort to conduct a fair, competitive, transparent merit review process for the selection of projects. Reviews play a key role in our evaluation of research proposals.

NSF has identified [Merit Review Principles](#) that provide the basis and context for the [Merit Review Criteria](#). We ask that these principles be given due diligence by reviewers when reviewing and evaluating proposals.

Prepare and submit your proposal review through FastLane. In the Proposal Review Form, we ask for you to do the following:
• Provide an overall rating of the proposal.
• Comment in detail on the quality of the proposal, identifying the proposal's strengths and weaknesses for each [NSF Merit Review Criterion](#):
    – The intellectual merit of the proposed activity
    – The broader impacts of the proposed activity

    The following elements should be considered in the review for both criteria:

    1. What is the potential for the proposed activity to:
        a. advance knowledge and understanding within its own field or across different fields (Intellectual Merit); and

        b. benefit society or advance desired societal outcomes (Broader Impacts)?

    2. To what extent do the proposed activities suggest and explore creative, original, or potentially transformative concepts?

    3. Is the plan for carrying out the proposed activities well-reasoned, well-organized, and based on a sound rationale? Does the plan incorporate a mechanism to assess success?

    4. How well qualified is the individual, team, or organization to conduct the proposed activities?

    5. Are there adequate resources available to the PI (either at the home organization or through collaborations) to carry out the proposed activities?

• Comment in detail on the quality of the proposal with respect to any additional solicitation-specific criteria, if applicable.

• Provide a summary statement that describes your overall assessment of the proposal based on the review criteria.

The Proposal Review Form also asks you to do the following:
• Indicate any [potential conflicts of interest](#) that you might have in evaluating the proposal (optional if no

conflict of interest exists).

• Recommend any other qualified reviewers for this proposal (optional).

See Note to Reviewers of Career Proposals if you are reviewing a proposal for the NSF Careers Program.

As of reviewer, you are obligated to maintain the confidentiality of both the proposal you are reviewing and also your review.

To begin preparing a review, see Log In to Proposal Review and Prepare a Proposal Review.

Thank you for your help in evaluating a proposal. Reviews are important to NSF's evaluation of proposals and provide important feedback to the Principal Investigators. We appreciate the time and thought that go into preparing them.

NSF Merit Review Principles

Print the contents of the Proposal Review book.

These principles are to be given due diligence by PIs and organizations when preparing proposals and managing projects, by reviewers when reading and evaluating proposals, and by NSF program staff when determining whether or not to recommend proposals for funding and while overseeing awards. Given that NSF is the primary federal agency charged with nurturing and supporting excellence in basic research and education, the following three principles apply:

• All NSF projects should be of the highest quality and have the potential to advance, if not transform, the frontiers of knowledge.

• NSF projects, in the aggregate, should contribute more broadly to achieving societal goals. These "Broader Impacts" may be accomplished through the research itself, through activities that are directly related to specific research projects, or through activities that are supported by, but are complementary to, the project.1[1] The project activities may be based on previously established and/or innovative methods and approaches, but in either case must be well justified.

• Meaningful assessment and evaluation of NSF funded projects should be based on appropriate metrics, keeping in mind the likely correlation between the effect of broader impacts and the resources provided to implement projects. If the size of the activity is limited, evaluation of that activity in isolation is not likely to be meaningful. Thus, assessing the effectiveness of these activities may best be done at a higher, more aggregated, level than the individual project.

With respect to the third principle, even if assessment of Broader Impacts outcomes for particular projects is done at an aggregated level, PIs are expected to be accountable for carrying out the activities described in the funded project. Thus, individual projects should include clearly stated goals, specific descriptions of the activities that the PI intends to do, and a plan in place to document the outputs of those activities.

These three merit review principles provide the basis for the merit review criteria, as well as a context within which the users of the criteria can better understand their intent.

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[1] NSF values the advancement of scientific knowledge and activities that contribute to the achievement of societally relevant outcomes. Such outcomes include, but are not limited to: full participation of women, persons with disabilities, and underrepresented minorities in science, technology, engineering, and mathematics (STEM); improved STEM education and educator development at any level; increased public scientific literacy and public engagement with science and technology; improved well-being of individuals in society; development of a diverse, globally competitive STEM workforce; increased partnerships between academia, industry, and others; improved

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national security; increased economic competitiveness of the United States; and enhanced infrastructure for research and education.

NSF Merit Review Criteria for Proposals

Print the contents of the Proposal Review book.

When evaluating NSF proposals, reviewers should consider what the proposers want to do, why they want to do it, how they plan to do it, how they will know if they succeed, and what benefits could accrue if the project is successful. These issues apply both to the technical aspects of the proposal and the way in

which the project may make broader contributions. To that end, reviewers are asked to evaluate all proposals against two criteria:

- **Intellectual Merit:** The intellectual Merit criterion encompasses the potential to advance knowledge; and

- **Broader Impacts:** The Broader Impacts criterion encompasses the potential to benefit society and contribute to the achievement of specific, desired societal outcomes.

  The following elements should be considered in the review for both criteria:

  1. What is the potential for the proposed activity to
      a. advance knowledge and understanding within its own field or across different fields (Intellectual Merit); and

      b. benefit society or advance desired societal outcomes (Broader Impacts)?

  2. To what extent do the proposed activities suggest and explore creative, original, or potentially transformative concepts?

  3. Is the plan for carrying out the proposed activities well-reasoned, well-organized, and based on a sound rationale? Does the plan incorporate a mechanism to assess success?

  4. How well qualified is the individual, team, or organization to conduct the proposed activities?

  5. Are there adequate resources available to the PI (either at the home organization or through collaborations) to carry out the proposed activities?

Obligation for Confidentiality

[Print the contents of the Proposal Review book.](#)

For both *ad hoc* and panel reviewers:
NSF receives proposals in confidence and protects the confidentiality of their contents. As a reviewer, you are obligated to maintain the confidentiality of both the proposal you are reviewing and also of your review.

Please observe the following practices to maintain this confidentiality:
- Do not copy, quote from, or otherwise use or disclose to anyone, including your graduate students or postdoctoral or research associates, any material from any proposal you are asked to review.
- If you believe a colleague can make a substantial contribution to the review, please obtain permission from the NSF Program Officer *before* disclosing either the contents of the proposal or the name of any proposer or Principal Investigator.
- When you have completed your review, *be certain to destroy the proposal*and/or delete any electronic correspondence or files related to the proposal.
- Safeguard the six-character alphanumeric PIN or the password that NSF has assigned to this proposal-reviewer or panel ID-panelist combination.

NSF keeps reviews and your identity as a reviewer of specific proposals confidential to the maximum extent possible, except that we routinely send to principal investigators (PI's) reviews of their own proposals without your name, affiliation, or other identifying information. Please respect the confidentiality of all principal investigators and of other reviewers.

Unauthorized disclosure of confidential information could subject you to administrative sanctions.

For panel reviewers:

Do not disclose the identities of principal investigators or other reviewers, the relative assessments or ranking of proposal by a merit review panel, or other details about the merit review of proposals.

As NSF protects the confidentiality of proposals and of reviewers, it is important that as a reviewer you do not reveal to others prior to, during or after a panel meeting, that you have served as a reviewer on a specific panel. It is, however, recognized that you may need to advise your supervisor as to your absence due to serving on a panel. And, you may wish to include on your personnel resume that you have served as a reviewer for NSF in a given year. This is allowable, but you should not indicate the specific dates of the panels on which you have served.

Potential Conflicts of Interest

[Print the contents of the Proposal Review book.](#)

For panel reviewers:

If you have an affiliation or financial connection with the organization or person submitting the proposal that might be construed as creating a conflict of interest, describe those affiliations or interests in the Conflict of Interest section under "Prepare Review", and contact the cognizant NSF Program Officer before completing the review.

An NSF Program Officer will examine any statement of affiliations or interests for the existence of a conflict of interest. If you do not include a statement of potential conflicts of interest, NSF assumes that you have no conflicting affiliations or interests.

In addition, you must complete the Conflict-of-Interest and Confidentiality Statement for NSF Panelists (NSF Form 1230P dated 11/2011).

For *ad hoc* reviewers:

If you have an affiliation or financial connection with the organization or person submitting the proposal that might be construed as creating a conflict of interest, describe those affiliations or interests in the Conflict of Interest section under "Prepare Review", and contact the cognizant NSF Program Officer before completing the review.

An NSF Program Officer will examine any statement of affiliations or interests for the existence of a conflict of interest. If you do not include a statement of potential conflicts of interest, NSF assumes that you have no conflicting affiliations or interests.

Prepare and Submit Proposal Review
Log In to Proposal Review

1. On the **FastLane Home Page** screen (Figure 1), click **Proposal Review**. The **Proposal Review** screen displays (Figure 2).

FastLane Help

Figure 1   FastLane Home Page screen. The Proposal Review link is circled.

Figure 2   Proposal Review screen. The Log In section and the Log In button are circled.

2. Read the Rules of Behavior (Figure 2). You signify your acceptance of the Rules of Behavior by logging in.
3. In the **Log In** section (Figure 2), do the following:
   - In the **Proposal Number** box, type the proposal number given to you by the NSF Program Officer.
   - In the **Reviewer Last Name** box, type your last name.
   - In the **Pin** box, type the proposal PIN given to you by the NSF Program Officer.
4. Click the **Login** button (Figure 2). The **Proposal Review** screen displays (Figures 3 through 8) with these options:
   - Prepare a review
   - View the proposal

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- Download and save the proposal
- Edit your information on file with NSF
- Add to or update your demographic information

Proposal Review

Proposal Review Orientation Video

NSF has created an orientation video to assist you in completing the proposal review process. If you have not watched this video in the last 12 months, please watch the video before starting the review process.

▶ Orientation video:
The Art and Science of Reviewing Proposals ⧉

Reviewer Information	Edit		Proposal Information	
		Proposal Number	2028763	
Name	Dr. John Doe	**Title**	TEST-RAISE PFU WITH PO	
Address	Materials Science and Engineering Clemson University CLEMSON, SC 296340001	**Principal Investigator's Name**	Alan Alphaman	
E-Mail	Jdoe@clemson.edu			
Office Phone		**Institution**	Michigan State University	

Demographic Information		Add/Update		
Race	N/A			
Ethnicity	N/A		**Gender**	N/A
Citizenship	N/A		**Disability**	N/A

Figure 3   **Proposal Review screen, Reviewer and Proposal Information section (upper portion of the screen).**

Merit Review Criteria

Notice: Effective January 2013, the National Science Foundation implemented revised merit review criteria. While the two merit review criteria are unchanged (Intellectual Merit and Broader Impacts), guidance has been provided to clarify and improve the function of the criteria.

Please provide detailed comments on the quality of this proposal with respect to **each** of the two NSF Merit Review Criteria identified below, noting specifically the proposal's strengths and weaknesses. Both criteria are to be given full consideration during the review and decision making processes; each criterion is necessary but neither, by itself, is sufficient. Please provide comments with respect to any additional solicitation-specific review criteria, if applicable. Also, please enter a summary statement that describes your overall assessment of the proposal based on the review criteria.

When evaluating NSF proposals, reviewers should consider what the proposers want to do, why they want to do it, how they plan to do it, how they will know if they succeed, and what benefits could accrue if the project is successful. These issues apply both to the technical aspects of the proposal and the way in which the project may make broader contributions. To that end, reviewers are asked to evaluate all proposals against two criteria:

- **Intellectual Merit:** The Intellectual Merit criterion encompasses the potential to advance knowledge; and

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The following elements should be considered in the review for both criteria:

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4. How well qualified is the individual, team, or institution to conduct the proposed activities?

5. Are there adequate resources available to the PI (either at the home institution or through collaborations) to carry out the proposed activities?

Figure 4   Merit Review Criteria section of the Proposal Review screen.

Your Potential Conflicts Of Interest

If you have an affiliation or financial connection with the organization or person submitting this proposal that might be construed as creating a conflict of interest, please describe those affiliations or interests in the Conflict of Interest Section under "Prepare Review." Regardless of any such affiliations or interests, we would like to have your review unless you believe you cannot be objective. An NSF program official will examine any statement of affiliations or interests for the existence of conflicts. If you do not attach a statement we shall assume that you have no conflicting affiliations or interests.

Figure 5   Your Potential Conflicts of Interest section of the Proposal Review screen.

Your Obligation To Keep Proposals Confidential

The Foundation receives proposals in confidence and protects the confidentiality of their contents. For this reason, you must not copy, quote from, or otherwise use or disclose to anyone, including your graduate students or post-doctoral or research associates, any material from any proposal you are asked to review. Unauthorized disclosure of confidential information could subject you to administrative sanctions. If you believe a colleague can make a substantial contribution to the review, please obtain permission from the NSF Program officer *before* disclosing either the contents of the proposal or the name of any applicant or principal investigator. When you have completed your review, please be certain to destroy the proposal.

Figure 6   Your Obligation to Keep Proposals Confidential section of the Proposal Review screen.

NSF 11-1 January 2011
Privacy Act and Public Burden Statements

The information requested on proposal forms and project reports is solicited under the authority of the National Science Foundation Act of 1950, as amended. The information on proposal forms will be used in connection with the selection of qualified proposals; and project reports submitted by awardees will be used for program evaluation and reporting within the Executive Branch and to Congress. The information requested may be disclosed to qualified reviewers and staff assistants as part of the proposal review process; to proposer institutions/grantees to provide or obtain data regarding the proposal review process, award decisions, or the administration of awards; to government contractors, experts, volunteers and researchers and educators as necessary to complete assigned work; to other government agencies or other entities needing information regarding Proposers or nominees as part of a joint application review process, or in order to coordinate programs or policy; and to another Federal agency, court, or party in a court or Federal administrative proceeding if the government is a party. Information about Principal Investigators may be added to the Reviewer file and used to select potential candidates to serve as peer reviewers or advisory committee members. See Systems of Records, NSF-50, "Principal Investigator/Proposal File and Associated Records," 69 Federal Register 26410 (May 12, 2004), and NSF-51, "Reviewer/Proposal File and Associated Records," 69 Federal Register 26410 (May 12, 2004). Submission of the information is voluntary. Failure to provide full and complete information, however, may reduce the possibility of receiving an award.

An agency may not conduct or sponsor, and a person is not required to respond to, an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0058. Public reporting burden for this collection of information is estimated to average 120 hours per response, including the time for reviewing instructions. Send comments regarding the burden estimate and any other aspect of this collection of information, including suggestions for reducing this burden, to:

Suzanne H. Flimpton

Reports Clearance Officer

Division of Administrative Services

National Science Foundation

Arlington, VA 22230

Figure 7   Privacy Act and Public Burden Statements section of the Proposal Review screen.
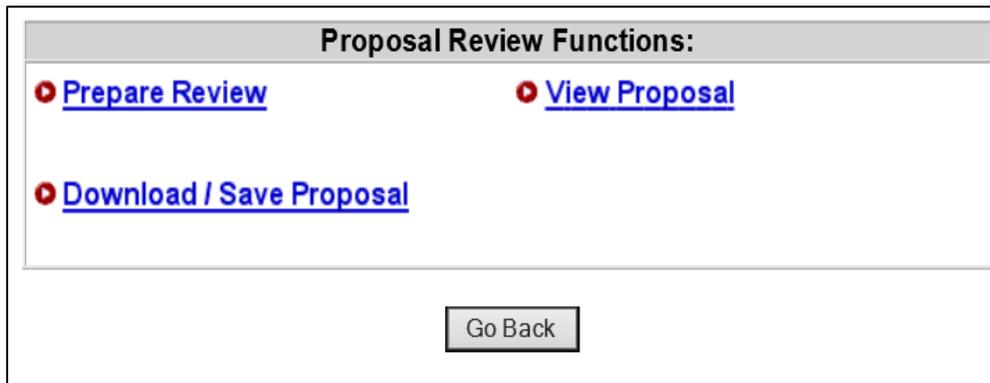
Figure 8 Proposal Review Functions section of the Proposal Review screen.

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FastLane Help

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Name	Dr. John Doe	**Title**	TEST-RAISE PFU WITH PO	
Address	Materials Science and Engineering Clemson University CLEMSON, SC 296340001	**Principal Investigator's Name**	Alan Alphaman	
E-Mail	Jdoe@clemson.edu	**Institution**	Michigan State University	
Office Phone				

Demographic Information		Add/Update		
Race	N/A			
Ethnicity	N/A		**Gender**	N/A
Citizenship	N/A		**Disability**	N/A

Figure 3   **Proposal Review screen, Reviewer and Proposal Information section (upper portion of the screen).**

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4. How well qualified is the individual, team, or institution to conduct the proposed activities?

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Figure 4   Merit Review Criteria section of the Proposal Review screen.

Your Potential Conflicts Of Interest

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Figure 5   Your Potential Conflicts of Interest section of the Proposal Review screen.

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Figure 6 **Your Obligation to Keep Proposals Confidential section of the Proposal Review screen.**

NSF 11-1 January 2011
Privacy Act and Public Burden Statements

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Suzanne H. Plimpton

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Figure 7 **Privacy Act and Public Burden Statements section of the Proposal Review screen.**

Figure 8 Proposal Review Functions section of the Proposal Review screen.

Prepare a Proposal Review

1. Access the **Proposal Review** screen (Figure 1) (see Log In to Proposal Review).

Figure 1   Lower portion of the Proposal Review screen. The Prepare Review link is circled.

2. On the **Proposal Review** screen (Figure 1), click **Proposal Review**. The **Merit Review Criteria** screen displays (Figure 2).

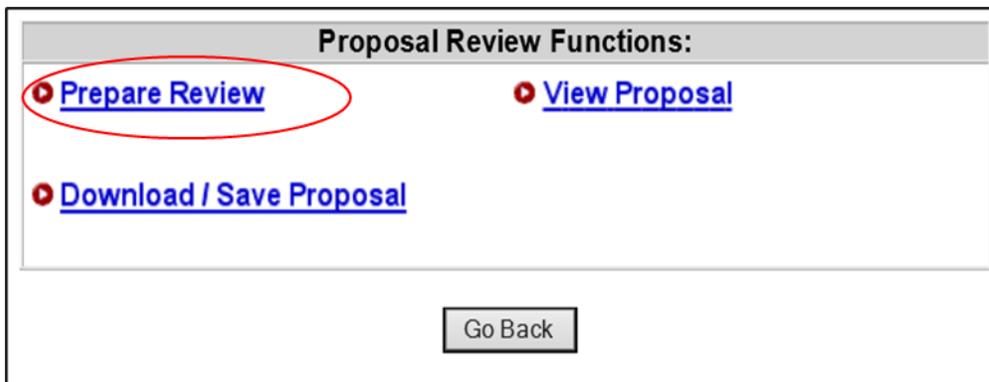**Figure 2**   Merit Review Criteria screen.

3. Click the **Continue** button at the bottom of the **Merit Review Criteria** screen. The **Proposal Review Form** screen displays (Figure 3).

Figure 3   Proposal Review Form screen.

4.   In the **Work in Progress** section (Figure 3), type your email address.

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5. *If you want a copy of the review emailed to you,* click the radio button under the **eMail** box.

6. In the **Rating Section** (Figure 3), click the radio button for one of the three options.

7. *If you agreed to rate the proposal*, in the **Overall Rating** section (Figure 3), click the radio button for one of the ratings.

8. In the **first** text box of the **Overall Rating** section (Figure 3), in the context of the five review elements, type your evaluation of the proposal with respect to intellectual merit.

9. In the **second** text box of the **Overall Rating** section (Figure 3), in the context of the five review elements, type your evaluation of the proposal with respect to broader impacts.

10. In the **third** text box of the **Overall Rating** section (Figure 3), type your evaluation of the proposal with respect to any additional solicitation-specific review criteria, if applicable.

11. In the **Summary Statement** box (Figure 3), type an evaluative summary. The summary should describe your overall assessment of the proposal based on the review criteria.

12. In the **Other Suggested Reviewers** box (Figure 3), type the names of any individuals that you think should review the proposal (optional).

13. In the **Conflicts of Interest** section (Figure 3), type an explanation of any conflict of interest that you may have in regard to this proposal. If you leave this box blank, NSF assumes there is no potential conflict of interest.

Once you have completed the Proposal Review form, you have two options:
- Submit the Proposal Review
- Save the Proposal Review for editing and submitting later

Submit the Proposal Review

1. On the lower portion of the **Proposal Review Form** screen (Figure 4), click the **Submit Review** button. The **Receipt of Proposal Review** screen displays (Figure 5).
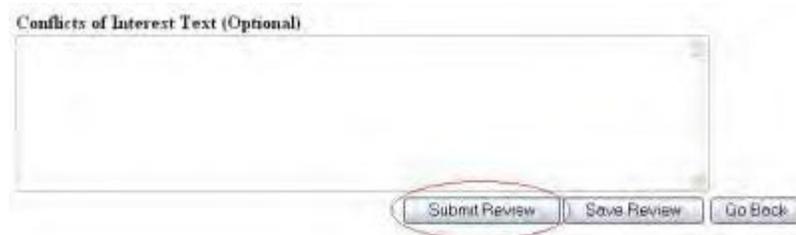
Figure 4   **Lower portion of Proposal Review Form screen. The Submit Review button is circled.**

Figure 5   **Receipt of Proposal Review screen. The Return button is circled.**

2. Click **Return** (Figure 5). The **Proposal Review Log In** screen displays.

Save the Proposal Review

1. On the lower portion of the **Proposal Review Form** screen (Figure 6), click the **Save Review** button. The **Proposal Review Saved** screen displays (Figure 7).

Figure 6   Lower portion of Proposal Review Form screen. The Save Review button is circled.

Figure 7   Proposal Review Saved screen with a message that your proposal review has been saved.

2. Click the **Return** button (Figure 7). The **Proposal Review** screen displays (Figure 1). To work on the Proposal Review again, see Access a Saved Proposal Review.

Access a Saved Proposal Review

1. Access the **Proposal Review** screen (Figure 1) (see Log In to Proposal Review).

Figure 1   Lower portion of the Proposal Review screen. The Prepare Review link is circled.

2. On the **Proposal Review** screen (Figure 1), click **Proposal Review**. The **Merit Review Criteria** screen displays (Figure 2).

Merit Review Criteria

Notice: Effective January 2013, the National Science Foundation implemented revised merit review criteria. While the two merit review criteria are unchanged (Intellectual Merit and Broader Impacts), guidance has been provided to clarify and improve the function of the criteria.

Please provide detailed comments on the quality of this proposal with respect to **each** of the two NSF Merit Review Criteria identified below, noting specifically the proposal's strengths and weaknesses. Both criteria are to be given full consideration during the review and decision making processes; each criterion is necessary but neither, by itself, is sufficient. Please provide comments with respect to any additional solicitation-specific review criteria, if applicable. Also, please enter a summary statement that describes your overall assessment of the proposal based on the review criteria.

When evaluating NSF proposals, reviewers should consider what the proposers want to do, why they want to do it, how they plan to do it, how they will know if they succeed, and what benefits could accrue if the project is successful. These issues apply both to the technical aspects of the proposal and the way in which the project may make broader contributions. To that end, reviewers are asked to evaluate all proposals against two criteria.

- **Intellectual Merit:** The Intellectual Merit criterion encompasses the potential to advance knowledge; and

- **Broader Impacts:** The Broader Impacts criterion encompasses the potential to benefit society and contribute to the achievement of specific, desired societal outcomes.

The following elements should be considered in the review for both criteria.

1. What is the potential for the proposed activity to
   a. advance knowledge and understanding within its own field or across different fields (Intellectual Merit), and

   b. benefit society or advance desired societal outcomes (Broader Impacts)?

2. To what extent do the proposed activities suggest and explore creative, original, or potentially transformative concepts?

3. Is the plan for carrying out the proposed activities well-reasoned, well-organized, and based on a sound rationale? Does the plan incorporate a mechanism to assess success?

4. How well qualified is the individual, team, or institution to conduct the proposed activities?

5. Are there adequate resources available to the PI (either at the home institution or through collaborations) to carry out the proposed activities?

Figure 2   Merit Review Criteria screen.

3. Click the **Continue** button at the bottom of the **Merit Review Criteria** screen. The **Proposal Review Form** screen displays (Figure 3) as you had saved it. To edit the review, see Prepare a Proposal Review, Step 4 through Step 12. To submit the review, see Submit a Review.

Panel Review

National Science Foundation (NSF) seeks to support the most meritorious research whether basic or applied, to meet its statutory responsibities. Reviews play a key role in the NSF's evaluation of research proposals. Please provide **both** written comments as well as summary rating on this Proposal, using the Proposal Evaluation Criteria. Please also see Conflicts of Interest, Confidentiality of Proposals and Peer Reviews, and Privacy Act and Public Burden Statements.

Resubmit in Progress

Information on Proposal Number: 1301979

Principal Investigator's Name:	**Benjamin Shen**
Institution:	**University of Pennsylvania**
Title:	**CAREER:Testing the Facilities by VS**

Please provide your e-mail address so the cognizant NSF Program Officer can contact you regarding any questions he/she might have about your review:

swood@scu.edu

☑ Please check this box if you want to receive an e-mail copy of your review.
Note: As with any form of electronic communication, NSF cannot guarantee privacy of the e-mail message during its transmission.

Rating Section
○ I am declining to review this proposal.
○ I am giving this proposal no rating.
◉ I am rating this proposal (Please check rating below).

Overall Rating
☑ **Excellent** Outstanding proposal in all respects; deserves highest priority for support.
☐ **Very Good** High quality proposal in nearly all respects; should be supported if at all possible.
☐ **Good** A quality proposal, worthy of support.
☐ **Fair** Proposal lacking in one or more critical aspects; key issues need to be addressed.
☐ **Poor** Proposal has serious deficiencies.

In the context of the five review elements, please evaluate the strengths and weaknesses of the proposal with respect to intellectual merit.

Testing from Panel review

Other Suggested Reviewers (Optional, Max. Characters: 480):

suggested reviewers

Conflicts of Interest
If you have an affiliation or financial connection with the institution or the person submitting this proposal that might be construed as creating conflicts of interest, please describe those affiliations or interests in the box below. Regardless of any such affiliations or interests, we would like to have your review unless you believe you cannot be objective. If you do not describe conflicts of interest in the box below we shall assume that you have no conflicting affiliations or interests.

Conflicts of Interest Text (Optional)

Interest

[Resubmit Review]   [Go Back]

Click the above **Go Back** button to cancel this review and return to the List of Proposals in the Panel. No information typed during this session will be saved.

Figure 3   Proposal Review Form screen.

Edit Your Information with NSF

1. Access the **Proposal Review** screen (Figure 1) (see Log In to Proposal Review).

Proposal Review

Proposal Review Orientation Video

NSF has created an orientation video to assist you in completing the proposal review process. If you have not watched this video in the last 12 months, please watch the video before starting the review process.

> ▶ Orientation video:
> **The Art and Science of Reviewing Proposals** ⬈

Reviewer Information	Edit		Proposal Information	
Name	Dr. John Doe		**Proposal Number**	2028763
Address	Materials Science and Engineering Clemson University CLEMSON, SC 296340001		**Title**	TEST-RAISE PFU WITH PO
E-Mail	Jdoe@clemson.edu		**Principal Investigator's Name**	Alan Alphaman
Office Phone			**Institution**	Michigan State University

| Demographic Information		Add/Update		
Race	N/A			
Ethnicity	N/A		**Gender**	N/A
Citizenship	N/A		**Disability**	N/A

Figure 1   Top portion of the Proposal Review screen. The Edit button is circled.

2. On the **Proposal Review** screen (Figure 1), click the **Edit** button. The **Reviewer's Information** screen displays (Figure 2).

Figure 2   Reviewer's Information screen. The Save button is circled.

3. Change the information as you require (Figure 2).
4. Click the **Save** button (Figure 2). A screen displays (Figure 3) with the message that your information, as changed, has been saved.

Your information has been changed on the NSF database.

Continue

Figure 3   Screen with the message that the changed information has been saved.

Update Your Demographic Information

See Demographic Information: What and Why? and the Privacy Act and Public Burden Statements for an explanation of the categories of demographic information and how NSF uses this information.

All categories are optional.

1. Access the **Proposal Review** screen (Figure 1) (see Log In to Proposal Review).

Figure 1   Top portion of the Proposal Review screen. The Add/Update button is circled.

2. In the **Demographic Information** section of the **Proposal Review** screen (Figure 1), click the **Add/Update** button. The **Please Add/Update Your Demographic Information** screen displays (Figure 2).

Figure 2   Please Add/Update Your Demographic Information screen. The Save button is circled.

3. Add to or change the demographic information as you require.
4. Click the **Save** button (Figure 2). The **Demographic Information** screen displays (Figure 3) with the message that the changes have been saved.

Figure 3   Demographic Information screen.

5. Click the **Continue** button (Figure 3). The **Proposal Review** screen displays (Figure 1).

View a Proposal

1. Access the **Proposal Review** screen (Figure 1) (see Log in to Proposal Review).
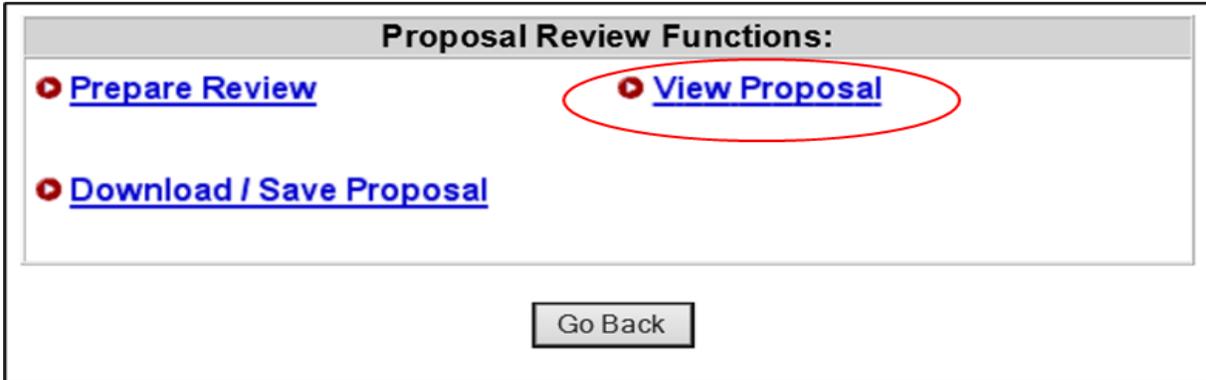
Figure 1   Lower portion of the Proposal Review screen. The View Proposal link is circled.

2. On the **Proposal Review** screen (Figure 1), click **View Proposal**. The **View/Print Proposal** screen displays (Figure 2). You have these options on the **View/Print** screen:
   - View the entire proposal
   - View a section of the proposal

View/Print Proposal

Please click on the radio button next to the form that you want to view/print. Then press the "View" button at the bottom of the page. Please be patient, it may take a minute to process all of the data. You must have the Adobe Acrobat Reader installed on your computer in order to view/print these forms in PDF format. If you do not have the Reader installed, refer to Using Adobe Acrobat Viewer for Printing for information on locating and installing the Reader. **If you encounter "an error occurred while trying to use this document" message after selecting a form or the "View Entire Proposal" option and clicking on the "View" button, please read Common Printing Problems.**

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- ◉ Table of Contents
- ○ Budget
- ○ Facilities and Equipment
- ○ Project Summary
- ○ Biographical Sketches
- ○ Mentoring Plan
- ○ GOALI - Industrial PI Confirmation Letter
- ○ Cover Sheet
- ○ Current and Pending Support
- ○ References Cited
- ○ Project Description
- ○ Data Management Plan
- ○ Other Supplemental Docs
- ○ RAPID, EAGER, RAISE - Program Officer Concurrence Emails

- ○ **View Entire Proposal**

[View]

[Return to Panel Review]

Figure 2   View/Print Proposal screen. The radio button for View Entire Proposal and the View button are circled.

View the Entire Proposal

1. On the **View/Print Proposal** screen (Figure 2), click the radio button for View Entire Proposal. The proposal displays in PDF format (Figure 3).   If you need Adobe Reader, see Adobe Reader for FastLane.

Figure 3   Proposal in PDF format. The Print icon is circled.

2. To print the proposal, click the Print icon on the screen. The proposal prints in its entirety.
   ## View a Section of the Proposal

1. On the **View/Print Proposal** screen (Figure 4), click the radio button for the section of the proposal you want to view. The proposal section displays in PDF format (Figure 5). If you need Adobe Reader, see Adobe Reader for FastLane.

View/Print Proposal

Please click on the radio button next to the form that you want to view/print. Then press the "View" button at the bottom of the page. Please be patient, it may take a minute to process all of the data. You must have the Adobe Acrobat Reader installed on your computer in order to view/print these forms in PDF format. If you do not have the Reader installed, refer to Using Adobe Acrobat Viewer for Printing for information on locating and installing the Reader. **If you encounter "an error occurred while trying to use this document" message after selecting a form or the "View Entire Proposal" option and clicking on the "View" button, please read Common Printing Problems.**

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⦿ Table of Contents   ○ Cover Sheet
○ Budget   ○ Current and Pending Support
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○ GOALI - Industrial PI Confirmation Letter   ○ RAPID, EAGER, RAISE - Program Officer Concurrence Emails
○ **View Entire Proposal**

View

Return to Panel Review

Figure 4   **View/Print Proposal screen. The radio button for Budget and the View button are circled.**

Figure 5   Summary Proposal Budget in PDF format.

2.   To print the section, click the Print icon on the screen. The proposal section prints.

Download and Save a Proposal

1.   Access the **Proposal Review** screen (Figure 1) (see Log In to Proposal Review).
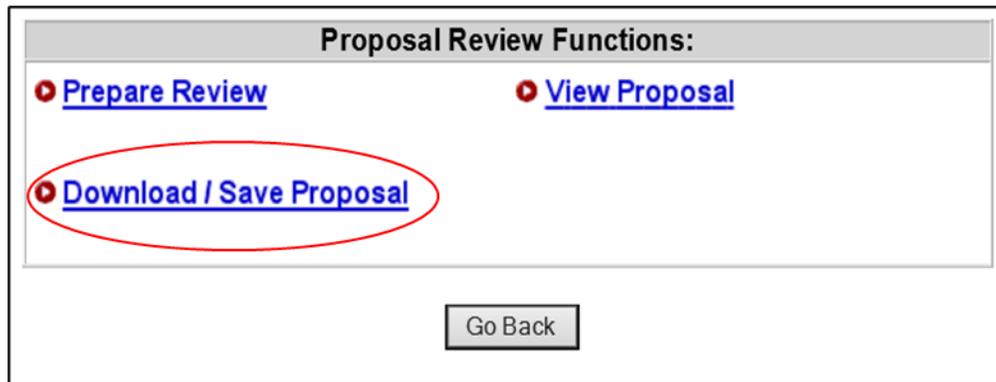

Figure 1   Lower portion of the Proposal Review screen.   The Download/Save Proposal link is circled.

2.   On the **Proposal Review** screen (Figure 1), click **Download/Save Proposal**. The **Download File** window displays (Figure 2).

Figure 2   File Download window. The Save button is circled.

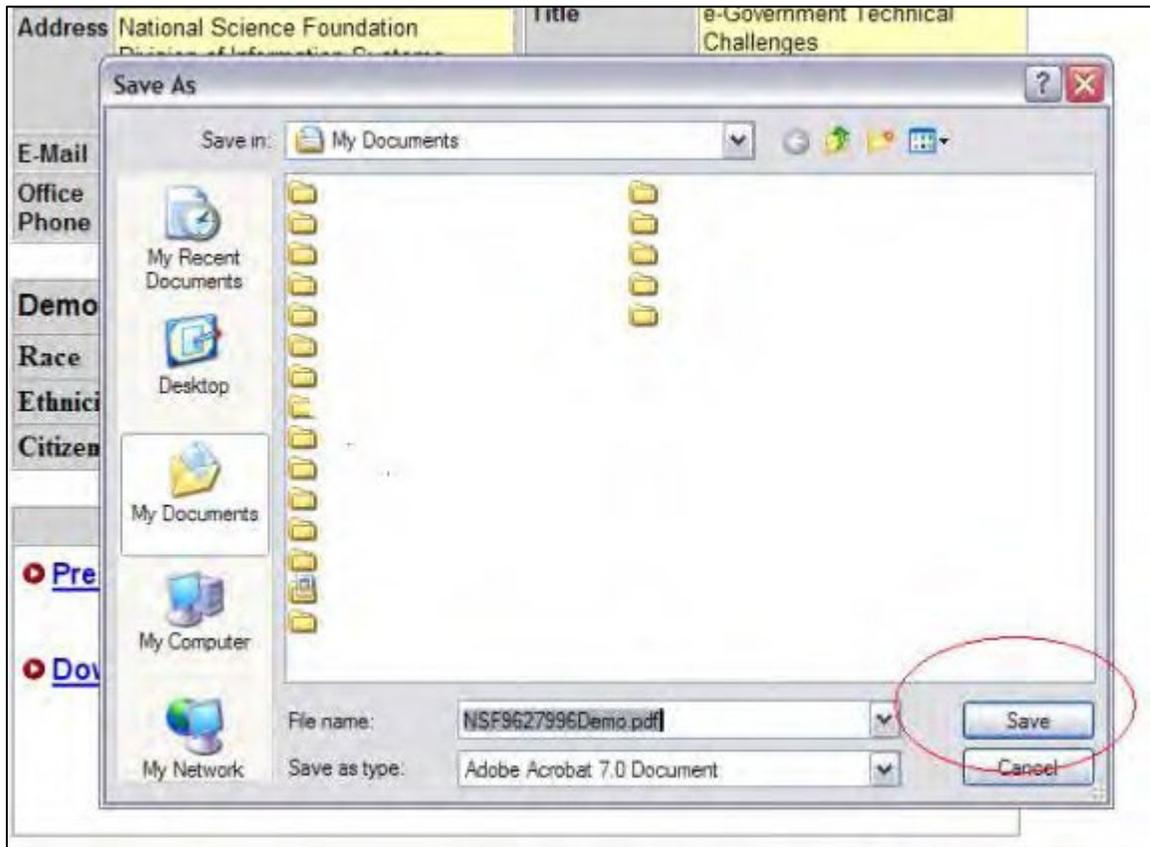3. Click the **Save** button (Figure 2). The **Save As** window displays (Figure 3).

Figure 3   Save As window. The Save button is circled.

4. In the **File** Name box (Figure 3), give the proposal a title and select the section of your computer you want to save it to.
5. Click the **Save** button (Figure 3). The proposal downloads to your computer as a PDF file. After completion of the download, the **Proposal Review** screen displays (Figure 1).

Figure 4   Summary Proposal Budget screen (in PDF format).

If the document is a subaward, the **View Print Subaward** screen displays (Figure 5).

View/Print SubAward

Award Number: 0700000
Title: Rules

To view/print a form, click on the appropriate button below.

GO Description of Work to be Performed   GO Justification For SubAwardee Selection
GO Budget (Including Justification)   GO Supplementary Docs
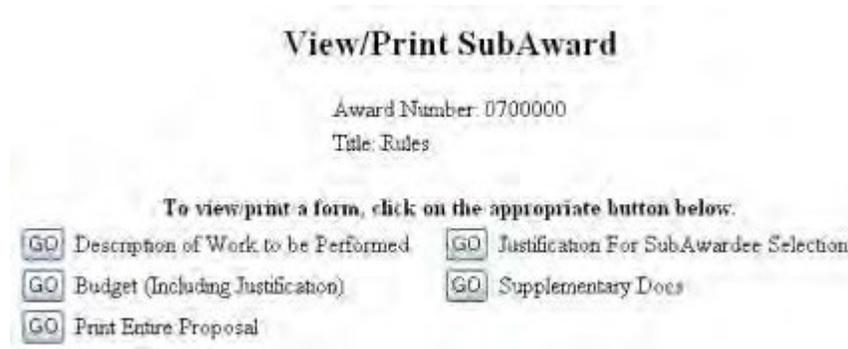GO Print Entire Proposal

Figure 5   View/Print Subaward screen.

Panelist Functions
Panelist Functions Introduction

NSF invites subject matter experts to participate in reviewing proposals submitted for   government funding. Upon accepting the invitation, reviewers use the Panelist Functions to   enter and submit reviews on assigned proposals.

The Panelist Functions include the following four systems:
- Travel and Reimbursement System
- Meeting Sign-In
- Panel Review System
- Interactive Panel System

Log In to Panelist Functions

1. On the **FastLane Home Page** screen (Figure 1), select **Panelist Functions** in the navigation bar at the top. The **Panelist Functions** screen displays (Figure 2).

   Figure 1   FastLane Home Page screen. The link for Panelist Functions is circled.
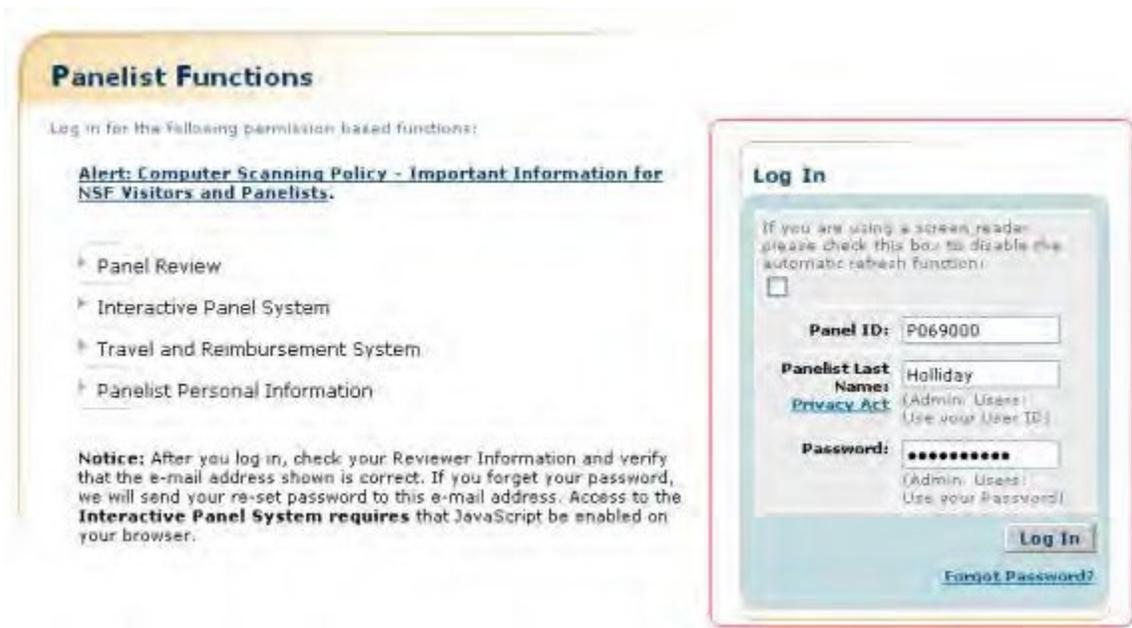

   Figure 2   Panelist Functions screen. The Log In section is circled.

2. In the **Log In** section on the **Panelist Functions** screen (Figure 2), do the following:
   - In the **Panel ID** box, type the Panel ID that you received from NSF.
   - In the **Panelist Last Name** box, type your last name.
   - In the **Password** box, type the password that you received from NSF.
3. Select the **Login** button (Figure 2). The **Panelist System Selection** screen displays (Figure 3 through 8), where you have the option to work on any of these systems:

- [Travel and Reimbursement System](#)
- [Meeting Sign-In](#)
- [Panel Review System](#)
- [Interactive Panel System](#)

Panelist System Selection

REVIEWER INFORMATION	Edit
Name	Dr. Alan Alphaman
Address	Chemistry Westminster College of Salt Lake City Salt Lake City, UT 841053617, USA
E-Mail	aalphaman@westminstercollege.edu
Office Phone	ext:0001

Change Password

PANEL INFORMATION	
Panel ID	P202008
Panel Name	PAPPG-Integration Meeting
Start Date	Apr 17 2020
End Date	Apr 23 2020
Cut-off Date	Jul 11 2020
Panel Status	Active

DEMOGRAPHIC INFORMATION	Add/Update		
Race	N/A		
Ethnicity	N/A	Gender	N/A
Citizenship	N/A	Disability	N/A

Figure 3 Panelist System Selection screen, Reviewer and Proposal Information section (upper portion of the screen).

Proposal Evaluation Criteria

Please provide detailed comments on the quality of this proposal with respect to **each** of the two NSF Merit Review Criteria identified below, noting specifically the proposal's strengths and weaknesses. As guidance, a list of potential considerations that you might employ in your evaluation follows each criterion. These considerations are suggestions and **not all will apply to any given proposal**. While you are expected to **separately address** each NSF Merit Review Criterion, you are requested to address only those considerations that are relevant to this proposal and for which you are qualified to make judgements.

In addition, please provide an overall rating and **summary statement** that includes comments on the relative importance of the two criteria in assigning your rating. **Please note** that the criteria need not be weighted equally.

What is the intellectual merit of the proposed activity?

How important is the proposed activity to advancing knowledge and understanding within its own field or across different fields? How well qualified is the proposer (individual or team) to conduct the project? (If appropriate, the reviewer will comment on the quality of prior work.) To what extent does the proposed activity suggest and explore creative, original, or potentially transformative concepts? How well conceived and organized is the proposed activity? Is there sufficient access to resources?

What are the broader impacts of the proposed activity?

Potential considerations: How well does the activity advance discovery and understanding while promoting teaching, training, and learning? How well does the proposed activity broaden the participation of underrepresented groups (e.g., gender, ethnicity, disability, geography, etc.)? To what extent will it enhance the infrastructure for research and education, such as facilities, instrumentation, networks, and partnerships? Will the results be disseminated broadly to enhance scientific and technological understanding? What may be the benefits of the proposed activity to society?

Figure 4   **Proposal Evaluation Criteria section of the Panelist System Selection screen.**

Your Potential Conflicts Of Interest

For panel reviewers:

If you have an affiliation or financial connection with the organization or person submitting the proposal that might be construed as creating a conflict of interest, describe those affiliations or interests in the Conflict of Interest section under "Prepare Review", and contact the cognizant NSF Program Officer before completing the review.

An NSF Program Officer will examine any statement of affiliations or interests for the existence of a conflict of interest. If you do not include a statement of potential conflicts of interest, NSF assumes that you have no conflicting affiliations or interests.

In addition, you must complete the Conflict-of-Interest and Confidentiality Statement for NSF Panelists (NSF Form 1230P dated 11/2011).

For ad hoc reviewers:

If you have an affiliation or financial connection with the organization or person submitting the proposal that might be construed as creating a conflict of interest, describe those affiliations or interests in the Conflict of Interest section under "Prepare Review", and contact the cognizant NSF Program Officer before completing the review.

An NSF Program Officer will examine any statement of affiliations or interests for the existence of a conflict of interest. If you do not include a statement of potential conflicts of interest, NSF assumes that you have no conflicting affiliations or interests.

Figure 5   Your Potential Conflicts of Interest section of the Panelist System Selection screen.

Your Obligation To Keep Proposals Confidential

The Foundation receives proposals in confidence and protects the confidentiality of their contents. For this reason, you must not copy, quote from, or otherwise use or disclose to anyone, including your graduate students or post-doctoral or research associates, any material from any proposal you are asked to review. Unauthorized disclosure of confidential information could subject you to administrative sanctions. If you believe a colleague can make a substantial contribution to the review, please obtain permission from the NSF Program officer *before* disclosing either the contents of the proposal or the name of any applicant or principal investigator. When you have completed your review, please be certain to destroy the proposal.

Figure 6   Your Obligation to Keep Proposals Confidential section of the Panelist System Selection screen.
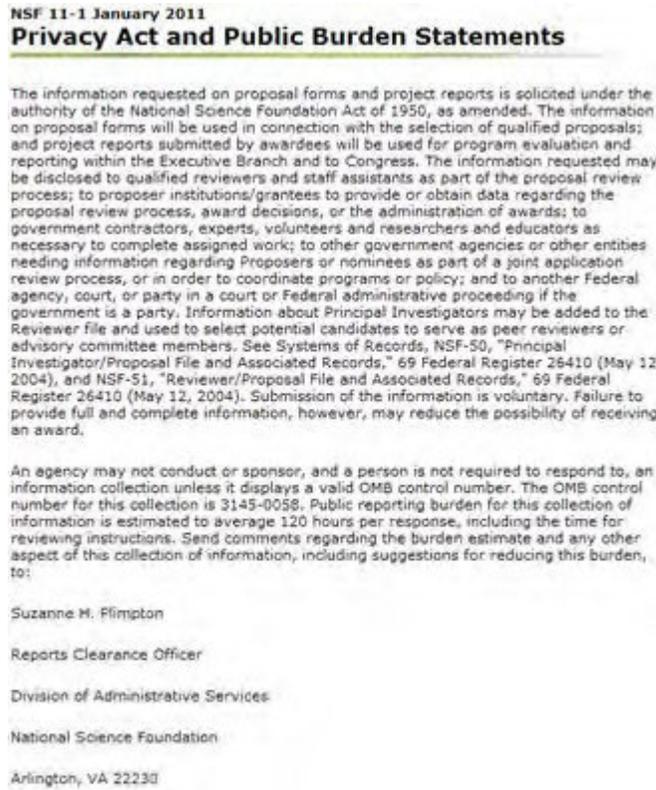
NSF 11-1 January 2011
Privacy Act and Public Burden Statements

The information requested on proposal forms and project reports is solicited under the authority of the National Science Foundation Act of 1950, as amended. The information on proposal forms will be used in connection with the selection of qualified proposals; and project reports submitted by awardees will be used for program evaluation and reporting within the Executive Branch and to Congress. The information requested may be disclosed to qualified reviewers and staff assistants as part of the proposal review process; to proposer institutions/grantees to provide or obtain data regarding the proposal review process, award decisions, or the administration of awards; to government contractors, experts, volunteers and researchers and educators as necessary to complete assigned work; to other government agencies or other entities needing information regarding Proposers or nominees as part of a joint application review process, or in order to coordinate programs or policy; and to another Federal agency, court, or party in a court or Federal administrative proceeding if the government is a party. Information about Principal Investigators may be added to the Reviewer file and used to select potential candidates to serve as peer reviewers or advisory committee members. See Systems of Records, NSF-50, "Principal Investigator/Proposal File and Associated Records," 69 Federal Register 26410 (May 12, 2004), and NSF-51, "Reviewer/Proposal File and Associated Records," 69 Federal Register 26410 (May 12, 2004). Submission of the information is voluntary. Failure to provide full and complete information, however, may reduce the possibility of receiving an award.

An agency may not conduct or sponsor, and a person is not required to respond to, an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0058. Public reporting burden for this collection of information is estimated to average 120 hours per response, including the time for reviewing instructions. Send comments regarding the burden estimate and any other aspect of this collection of information, including suggestions for reducing this burden, to:

Suzanne H. Plimpton

Reports Clearance Officer

Division of Administrative Services

National Science Foundation

Arlington, VA 22230

Figure 7   Privacy Act and Public Burden Statements section of the Panelist System Selection screen.

Figure 8   Panelist Functions section of the Panelist System Selection screen.

Locate Your Panel Assignment Information

Your panel assignment information will be sent via email from your Program Officer (PO).   However, you can reference the information (i.e., **Panel/Meeting ID**, **Panel Name**, **Start Date**, **End Date**, **Cut-off Date**, and **Panel Status Active**) online by doing the following:

1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions. The **Panelist System Selection** screen displays (Figure 1).
4. Locate the **Panel Information** section of the **Panelist System Selection** screen (Figure 1).

Figure 1   Upper portion of the Panelist System Selection screen showing Panel Information.

Changing Your Password

1. Select the **Change Password** link from the upper-right navigation bar.

Figure 9: Change Password Link

2. The Rules of Behavior page will be displayed. This page is used to ensure that you understand the rules of behavior involved with interacting with a government computer system. You are required to read and accept the rules of behavior before continuing through to change your password. Click the **"I have read and accept the Rules of Behavior"** checkbox, and click the **Accept** button (pictured below).

Figure 10: Rules of Behavior Screen

The Change Password screen is displayed.

3. Enter your Old/Temporary Password, your New Password, and Confirm your New Password.

NOTE: Password length must be between 6 and 20 characters. The

password must contain at least one alphabetic and one numeric character. Passwords are not case sensitive. You cannot reuse the last three passwords you have used. Passwords expire every 365 days.

Figure 11: Change Password Screen

4. Click the **Submit** button.

A confirmation screen is displayed indicating you have successfully changed your password. You may select the **Applicant Home Page** link to return to your Application task list.

Password length must be between 6 and 20 characters. The password must contain at least one alphabetic and one numeric character. Passwords are not case sensitive. You cannot reuse the last three passwords you have used. Passwords expire every 365 days.

Update Your Personal Information

After accepting to be a part of your first meeting, the following personal information that you provided to the National Science Foundation (NSF) is stored in FastLane:

- Title
- Last Name
- First Name
- Organization Address
- Organization Phone No.
- Organization FAX No.
- Email Address
- Website Address

Once you have logged into the FastLane Panelist Functions system, you can update any of the above information by doing the following:

1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to Panelist Functions with the initial log-on information provided by NSF. The **Panelist System Selection** screen displays.
4. Locate the **Reviewer Information** section (Figure 1).

Figure 1 **Reviewer and Demographic Information sections of the Panelist System Selection screen. The Edit button is circled.**

5. Click the **Edit** button (Figure 1). The **Reviewer's Information** screen displays.
6. Change any of the information on the **Reviewer's Information** screen.
7. Click the **Save** button to change your information. Or, click the **Return to the Panelist System Selection** button to leave your information as is.

Update Your Demographic Information

After accepting to be a part of your first panel, the following demographic information that you provided to the National Science Foundation (NSF) is stored in FastLane:

- Race
- Ethnicity
- Citizenship
- Gender
- Disability

Once you have logged into the FastLane Panelist Functions system, you can update any of the information by doing the following:

1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by NSF. The **Panelist System Selection** screen displays.
4. Locate the **Demographic Information** section (Figure 1).

Panelist System Selection

REVIEWER INFORMATION	Edit		PANEL INFORMATION	
Name	Dr. Alan Alphaman		Panel ID	P202008
Address	Chemistry Westminster College of Salt Lake City Salt Lake City, UT 841053617, USA		Panel Name	PAPPG-Integration Meeting
			Start Date	Apr 17 2020
			End Date	Apr 23 2020
			Cut-off Date	Jul 11 2020
E-Mail	aalphaman@westminstercollege.edu		Panel Status	Active
Office Phone	ext:0001			

Change Password

DEMOGRAPHIC INFORMATION	Add/Update		
Race	N/A		
Ethnicity	N/A	Gender	N/A
Citizenship	N/A	Disability	N/A

Figure 1   Reviewer and Demographic Information section of the Panelist System Selection screen. The Add/Update button is circled.

5. Click the **Add/Update** button (Figure 1). The **Please add/update your Demographic Information** screen displays.
6. Change any of the information.
7. Click the **Save** button to change your information. Or, click the **Go Back** button to leave your information as is.

Travel and Reimbursement
Travel and Reimbursement System Introduction

Print the contents of the Travel and Reimbursement System book.

As a participant attending a panel meeting at NSF, arrange for both travel and lodging through the FastLane Travel and Reimbursement System.

The United States Federal Government requires that all NSF business travel arrangements be coordinated through NSF's travel management contractors. Do this through the FastLane Travel and Reimbursement System (see Access the FastLane Travel and Reimbursement System).

For each meeting, you *must* complete the following three steps:
1. Answer the registration questions. The answers to these questions help determine the meeting travel and day rates and also determine which functions of the Travel and Reimbursement System will be open to you for that meeting.
2. Confirm your Social Security Number (*only if you answered* Yes *to the registration question, "Do you have a U.S. Social Security Number?"*).

3. Submit your personal and banking information. Please use only letters and numbers in the address fields, as entering special characters will delay payments.

Once you have completed these steps, you can do the following, depending upon how you answered the registration questions for that meeting:

- Make travel arrangements
- Submit expenses

Travel and Reimbursement System Introduction

Print the contents of the Travel and Reimbursement System book.

As a participant attending a panel meeting at NSF, arrange for both travel and lodging through the FastLane Travel and Reimbursement System.

The United States Federal Government requires that all NSF business travel arrangements be coordinated through NSF's travel management contractors. Do this through the FastLane Travel and Reimbursement System (see Access the FastLane Travel and Reimbursement System).

For each meeting, you *must* complete the following three steps:

1. Answer the registration questions. The answers to these questions help determine the meeting travel and day rates and also determine which functions of the Travel and Reimbursement System will be open to you for that meeting.
2. Confirm your Social Security Number (*only if you answered* Yes *to the registration question, "Do you have a U.S. Social Security Number?").*
3. Submit your personal and banking information. Please use only letters and numbers in the address fields, as entering special characters will delay payments.

Once you have completed these steps, you can do the following, depending upon how you answered the registration questions for that meeting:

- Make travel arrangements
- Submit expenses

Access the Travel and Reimbursement System

1. On the **FastLane Home Page** screen (Figure 1), select **Panelist Functions** in the navigation bar at the top. The **Panelist Functions** screen displays (Figure 2).

FastLane Help

Figure 1   FastLane Home Page screen. The link for Panelist Functions is circled.

Figure 2   Panelist Functions screen. The Log In section is surrounded in red.

2. In the **Log In** section on the **Panelist Functions** screen (Figure 2), do the following:
   - In the **Panel ID** box, type the Panel/Meeting ID that you received from NSF.
   - In the **Panelist Last Name** box, type your last name.
   - In the **Password** box, type the password that you received from NSF.
3. Select the **Login** button (Figure 2). The **Panelist System Selection** screen displays (Figure 3).

Figure 3   **Travel and Reimbursement link at the bottom of the Panelist System Selection screen.**

4. Select **Travel and Reimbursement** (Figure 3). The **Travel and Reimbursement Main** screen displays (Figure 4). If this is the first time you have accessed the system for the meeting you plan to attend, you must register and therefore have access only to Participant Registration Questions, as in Figure 4. See Answer Participant Registration Questions.
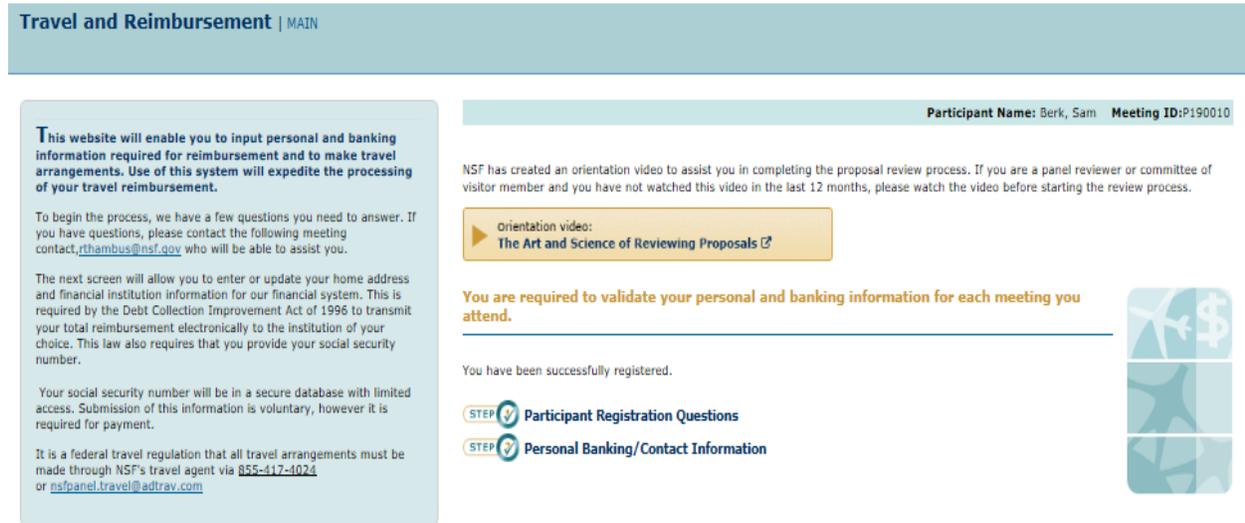
Figure 4   **Travel and Reimbursement screen with only Step 1 Participant Registration Questions accessible.**

Register for a Meeting

Register for a Meeting Introduction

Before making travel and lodging arrangements, you must register as a participant for your meeting. The steps are as follows:

- Watch the reviewer orientation video (if you have not watched in the last 12 months)
- Answer the participant registration questions.
- Confirm your Social Security Number (if you answered Yes to Question 1).
- Submit your personal contact and banking information. Please use only letters and numbers in the address fields, as entering special characters will delay payments.

(Click on a link for instructions for that action.)

Register for a Meeting Introduction

Before making travel and lodging arrangements, you must register as a participant for your meeting. The steps are as follows:

- Watch the reviewer orientation video (if you have not watched in the last 12 months)
- Answer the participant registration questions.
- Confirm your Social Security Number (if you answered Yes to Question 1).
- Submit your personal contact and banking information. Please use only letters and numbers in the address fields, as entering special characters will delay payments.
(Click on a link for instructions for that action.)

Watch Reviewer Orientation Video

1. Access the **Travel and Reimbursement Main** screen (Figure 1) (see Access the Travel and Reimbursement System).
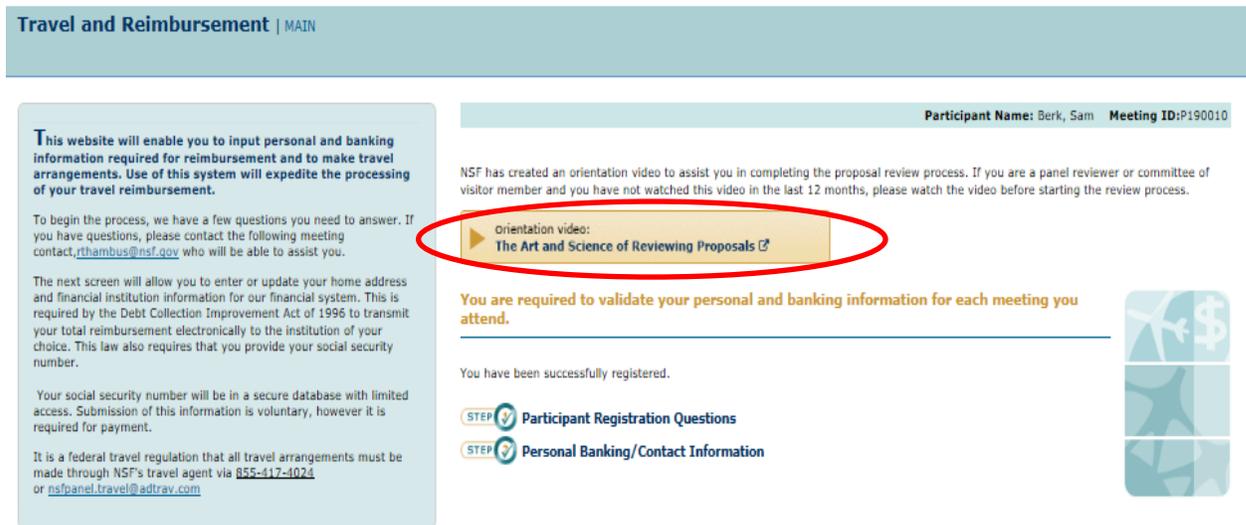
Figure 1   **Travel and Reimbursement screen. Orientation video button is circled.**

2. If you have not watched the orientation video in the last 12 months, click on the button to view "The Art and Science of Reviewing Proposals." A new window/tab will open.
3. Start the video by clicking the arrow/play button (Figure 2).
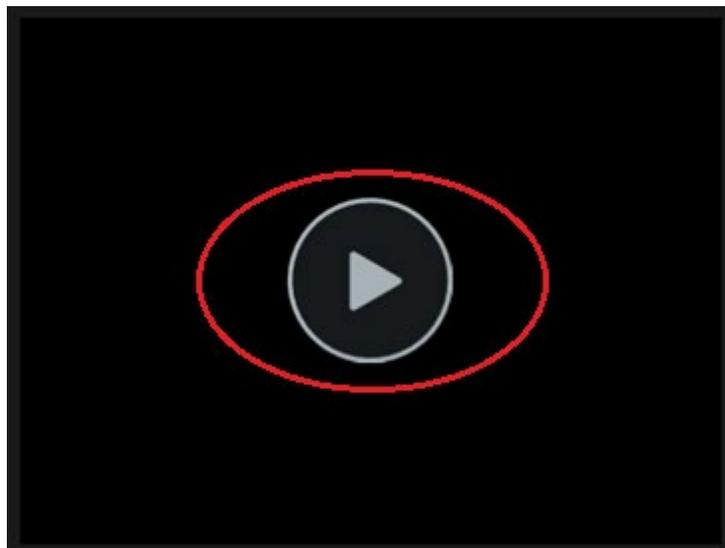
Figure 2   Reviewer orientation video. Play button is circled.

4. Enter your First name, Last name, and Email address in the boxes provided and click the Submit button to start watching the video.
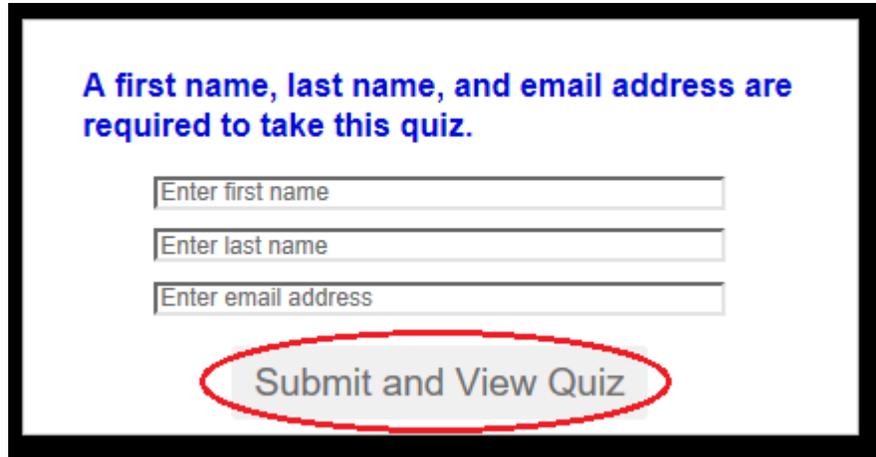
Figure 3   Reviewer contact information. Submit and View Quiz button is circled.

5. Close the video window/tab after completing the quiz questions and return to the **Travel and Reimbursement Main** screen to complete the registration process.

Answer Participant Registration Questions

6. Access the **Travel and Reimbursement Main** screen (Figure 1) (see Access the Travel and Reimbursement System).
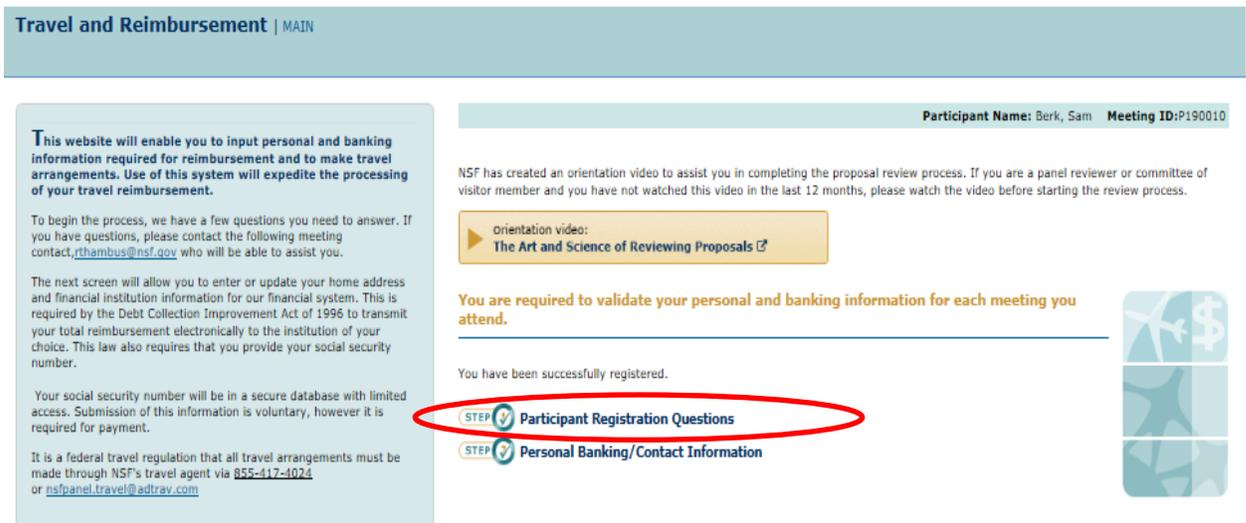
Figure 1   Travel and Reimbursement screen. Step 1 Participant Registration Questions is circled.

7. Select **Step 1 Participant Registration Questions** (Figure 1). The **Participant Registration Questions** screen displays (Figure 2).

Figure 2   Participant Registration Questions screen. The Continue button is circled.

8.   For each of the following questions, select either the Yes or No radio button:
- Do you have a U.S. Social Security Number?
- Are you a U.S. Federal Government Employee?
- Are you a local participant?
- Are you a Virtual Participant?
- Are you a U.S. citizen or a permanent resident (green card holder)?
- Is your home address located in the United States?
- Do you have an account with a U.S. Financial organizations?
- Will you be traveling to this meeting via commercial air or rail?
  Note: You must arrange your commercial air or rail ticket through the NSF's travel agent.
- Americans with Disabilities Act
  A. Will you require an interpreter, software to assist the visually impaired, or another modification at the meeting location?
  B. Do you have a medical condition that requires airfare other than a standard coach seat (e.g. first class, bulkhead, or other special accommodation) or ground transportation other than taxi? Your request will be processed by NSF's Office of Diversity and Inclusion (ODI) in which you will have to supply a current note from a competent medical authority to validate your requirement. This information will be kept confidential within ODI.
  Note: the above questions apply only to individuals with qualified disabilities.

9.   Select the **Continue** button (Figure 1).

Note: To help you answer accurately, select the definition links under the questions to see the definition of terms in the question.

*If you answered **Yes** to the question, "Do you have a Social Security Number?"* the **Personal Banking/Contact Information** screen displays and asks you to confirm your Social Security Number.

*If you answered **No** to the question, "Do you have a Social Security Number?"* the **Reviewer Address History** screen displays for you to confirm your reviewer address History.

If you choose to waive payment, NSF will pay only for transportation reserved and purchased though NSF's travel agent. To waive payment for services rendered to NSF, select the waiver of payment check box. The Waiver of Payment Confirmation Screen will display.

Waiver of Payment Confirmation Screen

You must click Waive Payment on the confirmation screen.

Waiver of Payment Confirmation:

WAIVING PAYMENT IS FINAL AND IRREVERSIBLE.

Select **Waive Payment** to waive your right to request payment for services rendered to NSF and to any claim to reimbursement of any travel expenses associated with this meeting (including, but not limited to, expenses for self-purchased airline and train tickets, use of personal vehicle, local transportation, such as taxi, hotel, and/or meals).

If you choose this option, NSF will pay only for transportation reserved and purchased through NSF's travel agent.

Waive Payment   **Cancel**

Figure 1   Waiver of Payment Confirmation screen. The Waive Payment button is circled.

1. Select the Waive Payment button (Figure 1).

If you select Waive Payment button, the system does not require you to provide any banking information and the FastLane Panelist Functions home screen will display a message that you have successfully registered and waived payment.

If you select cancel, the Participant Registration Questions will be displayed.

The system displays the FastLane Panelist Functions home screen (Figure 2) with a validation message, "You have successfully registered and waived payment."
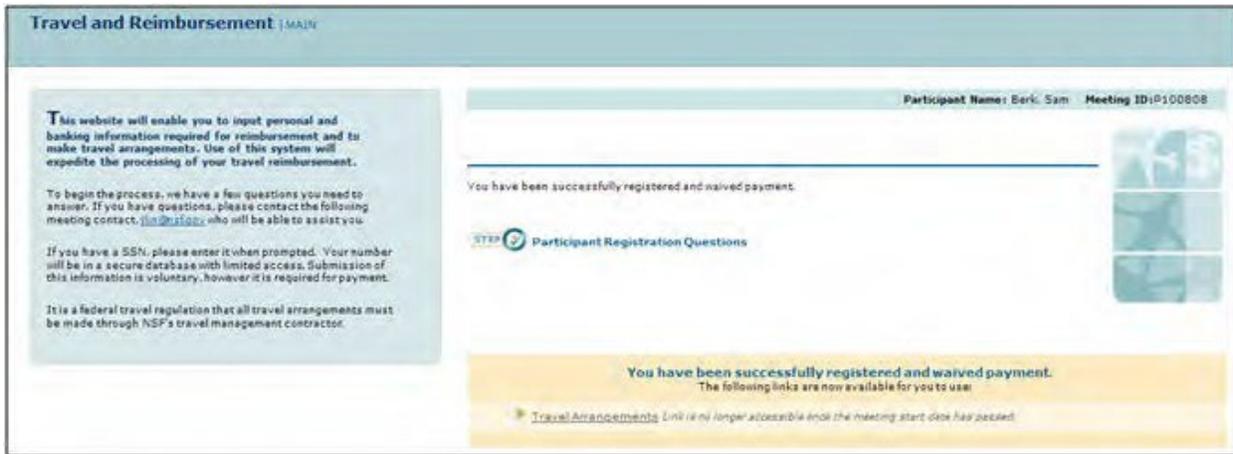
Figure 2   Travel and Reimbursement screen.

Confirm Your Social Security Number

You must confirm your Social Security Number if you answered **Yes** to the participant registration question, "Do you have a Social Security Number?"

1. Access the **Personal Banking/Contact Information** screen (Figure 1) (see Answer Participant Registration Questions).
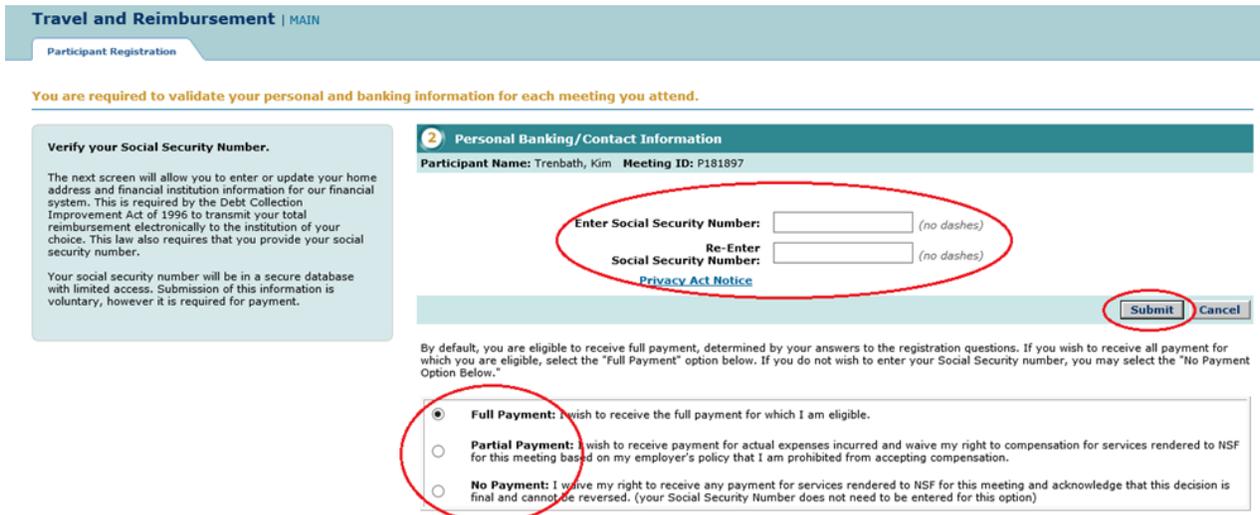

Figure 1   Personal Banking/Contact Information screen.

2. In the **Enter Social Security Number** box on the **Personal Banking/Contact Information** screen (Figure 1), type your Social Security Number.
3. In the **Re-Enter Social Security Number** box on the **Personal Banking/Contact Information** screen (Figure 1), type your Social Security Number again.
4. Select one of the three radio buttons regarding **Payment Eligibility**:
   - By default, you are eligible for full payment, determined by your answers to the registration questions. If you wish to receive all payment for which you are eligible, select the "Full Payment" option.
   - If you do not wish to enter your Social Security Number, you may select the "No Payment" option.
   - Of you are ineligible to receive compensation for services rendered to NSF for this meeting, based on your

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employer's policy that you are prohibited from accepting   compensation aside from expense reimbursement, select the "Partial Payment" option.

5. Select the **Submit** button (Figure 1). One of two types of **Personal Banking/Contact Information** screens displays for you to submit your contact and banking information,   according to whether you have:
- A U.S. address and a U.S. financial organization
- A foreign address and a U.S. financial organization

If you choose "Partial Payment" and waive your right to compensation, NSF will only reimburse for expenses incurred. To waive compensation for services rendered to NSF, select the "Partial Payment" radio button and Submit. The Waiver of Compensation Confirmation Screen will display.

Verify Your Reviewer Address History

1. Review and verify your Reviewer Address History with the National Science Foundation (Figure 1).

Figure 1   Reviewer Address History page

If the information is correct:
2.   Select the **Yes** button (Figure 1).

If the information is not correct:
3.   Select the **No** button (Figure 1).

*If you answered **Yes** to the question, "Does this reflect your information?"* the **Personal Contact Information** screen displays.

*If you answered **No** to the question, "Does this reflect your information?"* the **Reviewer Address History Confirmation** screen displays.
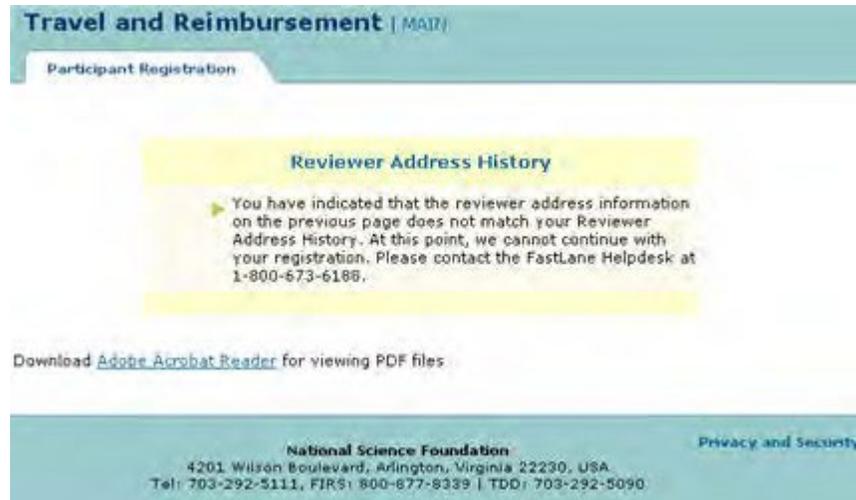
Figure 2   Reviewer Address History Confirmation page

Complete Contact and Banking Information

Complete Personal Contact and Banking Information Introduction

Depending upon how you answered the participant registration questions, you will submit   personal contact and banking information for one of the following:

- U.S. address and U.S. financial organization
- Foreign address and No U.S. financial organization
- Foreign address and U.S. financial organization

Complete Personal Contact and Banking Information Introduction

Depending upon how you answered the participant registration questions, you will submit   personal contact and banking information for one of the following:

- U.S. address and U.S. financial organization
- Foreign address and No U.S. financial organization
- Foreign address and U.S. financial organization

Complete Information for U.S. Address and U.S. Financial Organization

If you have a U.S. Social Security Number (SSN), you must confirm your SSN before you can access the **Personal Banking/Contact Information** screen.

1. Access the **Personal Banking/Contact Information** screen for a U.S. address and U.S. financial organization (Figure 1) (see Answer Participant Registration Questions or Confirm Social Security Number).

Travel and Reimbursement | MAIN

Participant Registration

You are required to validate your personal and banking information for each meeting you attend.

Enter information or validate existing information and click "Continue" when complete. Required Fields are preceded by an asterisk (*).

Note: You have only one set of personal banking/contact data and any changes made will affect all outstanding payments.

This information is required to electronically process your total reimbursement. An Internal Revenue Service's Form 1099 will also be sent to the address provided if your total reimbursement is equal to or greater than $600 in a calendar year.

After entering your banking information you will be shown a screen to make travel arrangements.

For assistance, please contact: schiquII@nsf.gov (meeting contact), who will be able to assist you.

② Personal Banking/Contact Information

Participant Name: Trenbath, Kim   Last Updated: Meeting ID: P181897

Personal Information:

*First Name: kim
Middle Initial:
*Last Name: trenbath
Suffix:

NOTE: Enter your full legal name. For those that are U.S. Citizens, enter your full legal name under which you file your taxes.

Permanent US Residence Address:

*Address 1: daventrysq
Address 2:
Address 3:
*City: chantilly
*State: Vermont
*Zip Code: 20152
*Email Address: vk@g.com

NOTE: Please use only letters and numbers in the address fields, as entering special characters will delay payments. For example, use 'Kings Highway' instead of "King's Highway".

NOTE: All travel tickets will be issued electronically (e-Tickets) on government contract carriers, unless e-Tickets are unavailable in your travel market area.

Contact Numbers:

*Business Phone: 1234567891
*Home Phone: 9876543212
Fax:

NOTE: At least one voice phone must be specified. Do not include dashes or exceed 10 digits.

Financial Institution Information:

Financial Institution: Bank of America, National Association
*Bank Routing Number: 011000206
*Account Number: 209
*Account Type: ● Checking ○ Savings

Where are my Routing and Account numbers?

NOTE: If you are using a non-traditional Checking Account or other type of Financial Account (i.e. Savings Account) for your electronic reimbursement, please contact your Financial Institution to acquire the appropriate Bank Routing Number.

Any A. Cardholder
201 N. Walnut St
Wilmington, DE 19801
PAY TO THE ORDER OF
DATE
$
DOLLARS
My Bank USA
Any City, USA
MEMO
1 9876543211   23456789   101
Routing #   Account # Check #
In some cases, the account and check numbers may be reversed.

Continue   Cancel

Figure 1   Personal Banking/Contact Information screen for a U.S. address and U.S. financial organization.

2. In the **Full Legal Name** section, enter your full legal name under which you file your taxes on the **Personal Banking and Contact Information** screen (Figure 1), do the following:
   - In the **First Name** box, type your first name.
   - In the **Middle Initial** box, type the first letter of your middle name (optional).
   - In the **Last Name** box, type your last name.
   - In the **Suffix** drop down, select your suffix (optional).

3. In the **Permanent U.S. Residence Address** section of the **Personal Banking and Contact Information** screen (Figure 1), do the following:
   - In the **Address 1** box, type the first line of the street address.
   - In the **Address 2** box, type the second line of the street address (optional).
   - In the **Address 3** box, type the third line of the street address (optional).
   - In the **City** box, type your city.
   - In the **State** box, type your state.
   - In the **Zip Code** box, type your zip code.
   - In the **Email Address** box, type your email address.
     NOTE: Please use only letters and numbers in the address fields, as entering special characters will delay payments. For example, use 'Kings Highway' instead of 'King's Highway'.

4. In the **Contact Numbers** section of the **Personal Banking and Contact Information** screen (Figure 1), do the following:

- In the **Business Phone** box, type your business phone.
- In the **Home Phone** box, type your home phone or cell phone number.
- In the **Fax** box, type your fax number (optional).

5. In the **Financial Institution Information** section of the **Personal Banking and Contact Information** screen (Figure 1), do the following:

- In the **Bank Routing Number** box, type the Bank Routing Number for your U.S. financial institution.
- In the **Account Number** box, type your account number at this institution.
- In the **Account Type** box, select the radio button for either checking or savings.

6. Select the **Continue** button (Figure 1). The **Personal Banking/Contact Information Confirmation** screen displays (Figure 2).

Travel and Reimbursement | MAIN

Participant Registration

Personal Banking/Contact Information Confirmation

▶ Please verify the information you have entered is correct including the Financial Institution Name associated with your Bank Routing Number. If any entries require editing before you submit this data, please click the Edit button. If the information is correct, please click the Submit button.

Full Legal Name:

First Name: kim
Middle Initial:
Last Name: trenbath
Suffix:

Permanent US Residence Address:

Address 1: daventry sq
Address 2:
Address 3:
City: chantilly
State: VT
Zip Code: 20152
Email Address: vlk@g.com

Contact Numbers:

Business Phone: 1234567891
Home Phone: 9876543212
Fax:

Financial Institution Information:

Financial Institution: Bank of America, National Association
Bank Routing Number: 011000206
Account Number: 209
Account Type: Checking

Submit   Edit

Figure 2   Personal Banking/Contact Information Confirmation screen.

7. Confirm that the information you typed is correct.

If you need to edit the information:
Select the **Edit** button (Figure 2), and the **Personal Banking/Contact Information** screen redisplays (Figure 1), where you can change the information.

If the information is correct:

1. Select the **Submit** button (Figure 2). The **Personal Banking/Contact Information Results** screen displays (Figure 3) with a message that your information has been saved.

Figure 3 **Personal Banking/Contact Information Results screen. The OK button is circled.**

2. Select the **OK** button (Figure 3). The **Travel and Reimbursement Main** screen displays. You have now completed registration for the meeting and can proceed to make travel arrangements or submit expenses if applicable.

Complete Information for Foreign Address and No U.S. Financial Organization

1. Access the **Personal Contact Information** screen for a foreign address and no U.S. financial institution (Figure 1) (see Answer Participant Registration Questions).

Figure 1 **Personal Contact Information screen for a foreign address and No U.S. financial organization.**

2. In the Full Legal name section, enter your full legal name under which you file your taxes on the **Personal Banking and Contact Information** screen (Figure 1), do the following:
   - In the **First Name** box, type your first name.
   - In the **Middle Initial** box, type the first letter of your middle name (optional).

   - In the **Last Name** box, type your last name.
   - In the **Suffix** drop down, select your suffix (optional).
   - In the **Date of Birth** box, type your date of birth (mm/dd/yyyy).
   - In the **Gender Drop** down, select your gender.
3. In the **Permanent Foreign Residence Address** section of the **Personal Contact Information** screen (Figure 1), do the following:
   - In the **Address 1** box, type the first line of the street address.
   - In the **Address 2** box, type the second line of the street address (optional).
   - In the **Address 3** box, type the second line of the street address (optional).
   - In the **City, State/Province, Zip/Postal Code, Country** box, type your city, state/province, zip/postal code, and country.
   - In the **Email Address** box, type your email address.
     NOTE: Please use only letters and numbers in the address fields, as entering special characters will delay payments. For example, use 'Kings Highway' instead of 'King's Highway'.
4. In the **Contact Numbers** section of the **Personal Banking and Contact Information** screen (Figure 1), do the following:
   - In the **Business Phone** box, type your business phone.
   - In the **Home Phone** box, type your home phone or cell phone number.
   - In the **Fax** box, type your fax number (optional).
5. Select the **Continue** button (Figure 1). The **Personal Contact Information Confirmation** screen displays (Figure 2).

Figure 2 Personal Contact Information Confirmation screen.

6.   Confirm that the information you typed is correct.

If you need to edit the information:
Select the **Edit** button (Figure 2). The **Personal Contact Information** screen redisplays (Figure 1), where you can change the information.

If the information is correct:
1. Select the **Submit** button (Figure 2). The **Personal Contact Information Results** screen displays (Figure 3) with a message that your information has been saved.

Figure 3 Personal Contact Information Results screen. The OK button is circled.

2. Select the **OK** button (Figure 3). The **Travel and Reimbursement Main** screen displays. You have now completed registration for the meeting and can proceed to make travel arrangements or submit expenses, if applicable.

Complete Information for Foreign Address and U.S. Financial Organization

If you have a U.S. Social Security Number (SSN), you must confirm your SSN before you can access the **Personal Banking/Contact Information** screen.

1. Access the **Personal Banking/Contact Information** screen for a foreign address and U.S. financial organization (Figure 1) (see Answer Participant Registration Questions or Confirm Social Security Number).

Figure 1   Personal Banking/Contact Information screen for a foreign address and U.S. financial organization.

2. In the Full Legal name section, enter your full legal name under which you file your taxes on the **Personal Banking and Contact Information** screen (Figure 1), do the following:
   - In the **First Name** box, type your first name.
   - In the **Middle Initial** box, type the first letter of your middle name (optional).
   - In the **Last Name** box, type your last name.
   - In the **Suffix** drop down, select your suffix (optional).
3. In the **Permanent Foreign Residence Address** section of the **Personal Contact Information** screen (Figure 1), do the following:
   - In the **Address 1** box, type the first line of the street address.
   - In the **Address 2** box, type the second line of the street address (optional).
   - In the **Address 3** box, type the second line of the street address (optional).
   - In the **City, State/Province, Zip/Postal Code, Country** box, type your city,   state/province, zip/postal code, and country.
   - In the **Email Address** box, type your email address.
     NOTE: Please use only letters and numbers in the address fields, as entering special characters will delay payments. For example, use 'Kings Highway' instead of 'King's Highway'.
4. In the **Contact Numbers** section of the **Personal Banking and Contact Information** screen (Figure 1), do the following:
   - In the **Business Phone** box, type your business phone.
   - In the **Home Phone** box, type your home phone or cell phone number.
   - In the **Fax** box, type your fax number (optional).
5. In the **Financial organization Information** section of the **Personal Banking and Contact Information** screen (Figure 1), do the following:
   - In the **Bank Routing Number** box, type the bank routing number for your U.S. financial organization.
   - In the **Account Number** box, type your account number at this organization.
   - In the **Account Type** box, select the radio button for either checking or savings.
6. Select the **Continue** button (Figure 1). The **Personal Banking/Contact Information Confirmation** screen displays (Figure 2).

Figure 2 Personal Banking/Contact Information Confirmation screen.

7. Confirm that the information you typed in is correct.

If you need to edit the information:
Select the **Edit** button (Figure 2). The **Personal Banking/Contact Information** screen redisplays (Figure 1), where you can change the information.

If the information is correct:
1. Select the **Submit** button (Figure 2). The **Personal Banking/Contact Information Results** screen displays (Figure 3) with a message that your information has been saved.

Figure 3   Personal Banking/Contact Information Results screen. The OK button is circled.

2. Select the **OK** button (Figure 3). The **Travel and Reimbursement Main** screen displays. You have now completed registration for the meeting and can proceed to submit expenses if applicable.

Make Travel Arrangements
Make Travel Arrangements Introduction

Before you are able to make travel arrangements in FastLane for a meeting, you must first register for a meeting by answering the participant registration questions (Step 1) and entering your personal contact and banking information (Step 2).

The Travel Arrangements application will not be available to you *if you are a local participant, plan to be a virtual participant, or the meeting start date has already occurred*.

See Access Travel Arrangements for instructions on how to access the **Travel Arrangements** screen.

Methods of Making Travel Arrangements

There are two ways to make travel arrangements:
- Complete the e-mail reservation request form
- Call the NSF travel agent

Make Travel Arrangements Introduction

Before you are able to make travel arrangements in FastLane for a meeting, you must first register for a meeting by answering the participant registration questions (Step 1) and entering your personal contact and banking information (Step 2).

The Travel Arrangements application will not be available to you *if you are a local participant, plan to be a virtual participant, or the meeting start date has already occurred*.

See Access Travel Arrangements for instructions on how to access the **Travel Arrangements** screen.

Methods of Making Travel Arrangements

There are two ways to make travel arrangements:
- Complete the e-mail reservation request form
- Call the NSF travel agent

Access Travel Arrangements

You can access the Travel Arrangements screen, *if you have completed registration for a meeting and if you are not a local participant, are not a virtual participant, or the meeting start date has not yet occurred*.

1. On the **FastLane Home Page** screen (Figure 1), select **Panelist Functions** in the navigation bar at the top. The **Panelist Functions** screen displays (Figure 2).

Figure 1   FastLane Home Page screen. The link for Panelist Functions is circled.

Figure 2   Panelist Functions screen. The Log In section is circled.

2. In the **Log In** section on the **Panelist Functions** screen (Figure 2), do the following:
    - In the **Panel ID** box, type the Panel/Meeting ID that you received from NSF.
    - In the **Panelist Last Name** box, type your last name.
    - In the **Password** box, type the password that you received from NSF.
3. Select the **Login** button (Figure 2). The **Panelist System Selection** screen displays (Figure 3).

4. Select **Travel and Reimbursement** (Figure 3). The **Travel and Reimbursement Main** screen displays (Figure 4).

Figure 4   Travel and Reimbursement screen. The Travel Arrangements link is circled.

5.   Select **Travel Arrangements** (Figure 4).

6. *If you are a Non-Federal, Non-Local, Attending On-Site participant*, the **Travel Arrangements** screen displays with the Meeting ID and your participant   name at the top right. You have options to do the following:
    *   Complete the e-mail reservation request form.
    *   Call the NSF travel agent.

Complete the Email Reservation Request Form

The Email Reservation Request Form is only for arranging transportation. FastLane sends your completed online reservation form directly to the NSF travel management contractor.

1. Access the **Travel Arrangements** screen (see Access Travel Arrangements).

2. On the **Travel Arrangements** screen, select **Email Reservation Request**. The **Email Reservation Request Form** screen displays.

3. In the **Shipping Address for Ticket Delivery Via Federal Express** section of the **Email Reservation Request Form** screen. The Next button is circled. screen, do the following:
    *   In the **Organization Name** box, type the name of the organization you are affiliated with.
    *   In the **Address Line 1** box, type your street address.
    *   In the **Address Line 2** box, type the second line of the address (optional).
    *   In the **City** box, type the city of your address.
    *   In the **State** box, select your state from the drop-down list.

- In the **Zip Code** box, type your zip code (optional for foreign address).
- In the **Country** box, type the name of the country you are currently located in.
- In the **Email** address, type the email address where you want to receive NSF communications.

4. In the **Contact Numbers** section, do the following:
- In the **Business Phone** box, type your business phone.
- In the **Home Phone** box, type your home phone or cell phone number.
- In the **Fax** box, type your fax number (optional).

5. In the **Mode of Transportation** section, select the radio button for the mode that you prefer.

6. In the **Departure Airport/Rail Station** section, type the name of the airport or rail station you are departing from (required if you picked either of these modes of transportation.
Note: Choose an airport/station near your home or office, as NSF will not pay for travel to, or lodging at, this airport/station.

7. In the **Preferred Schedule Information** section, do the following:
- In the **Earliest date for travel to meeting** box, type that date in mm/dd/yyyy format.
- In the **Earliest time for travel to meeting** box, type the earliest time you will be ready to leave in hhmm format.
- In the **Latest date for travel to meeting** box, type that date in mm/dd/yyyy format.
- In the **Latest time for travel to meeting** box, type the latest time you will be ready to leave in hhmm format.
  Note: You must enter at least the earliest or latest date and time.

8. In the **Preferred Seating** section, select the radio button for your preference (for air travel only).

9. In the **Special Travel Needs** section, type in the **Comments** box any special needs that you might have for travel. (NSF does not guarantee delivery.)

10. Select the Next button.

Figure 3   Transportation Security Administration (TSA) Traveler Information (for air travel only).

11. In the **Transportation Security Administration (TSA) Traveler Information** section of the **Email Reservation Request Form screen** screen (Figure 3), do the following:
- In the **Name** box, type your full name as it is shown on the identification document presented at airport security check-points.
- In the **Date of Birth** box, type that date in mm/dd/yyyy format.
- In the **Gender** box, select your gender from the drop-down menu.
- In the **Redress Number** box, enter your Redress number (optional).
- In the **Passport Number** box, enter your passport number (optional).

- In the **Passport Issuing Country** box, select the appropriate country from the dropdown menu (optional)

12. Select **OK**. The **Travel and Reimbursements Main** screen displays.

Call the NSF Travel Agent

You can arrange for transportation by calling the NSF travel management contractor directly.

1. Access the **Travel Arrangements** screen (see Access Travel Arrangements).

2. On the **Travel Arrangements** screen, find the name and phone number of the NSF travel management contractor.

3. Call the contractor. You must give the contractor your name and Panel/Meeting ID, which is at the top right of the **Travel Arrangements** screen.

Submit Expenses
Submit Expenses Introduction

To submit travel expenses to NSF you must meet the following criteria:
- Answered No to the participant registration question, "Will you be traveling to this meeting via air or rail?"
- Registered for the meeting and submitted your personal contact and banking information.
- Registered as a Non-Federal, Non-Local, Attending On-Site participant.

NSF reimburses the following expense:
- Personally owned vehicle (POV) mileage and toll expenses for those who used their own automobile, motorcycle, or airplane to get to/from the meeting
  Note: Reservations for air or rail transportation must be made through the NSF travel management contractor.

You can edit your expense reimbursement submission up to the point that NSF begins processing it. If you still need to submit more expenses, you can submit additional POV expenses after NSF has completed processing your initial expenses.

See NSF Policy on Expense Reimbursement for details on those expenses NSF reimburses.

Submit Expenses Introduction

To submit travel expenses to NSF you must meet the following criteria:
- Answered No to the participant registration question, "Will you be traveling to this meeting via air or rail?"
- Registered for the meeting and submitted your personal contact and banking information.
- Registered as a Non-Federal, Non-Local, Attending On-Site participant.

NSF reimburses the following expense:
- Personally owned vehicle (POV) mileage and toll expenses for those who used their own automobile, motorcycle, or airplane to get to/from the meeting
  Note: Reservations for air or rail transportation must be made through the NSF travel management contractor.

You can edit your expense reimbursement submission up to the point that NSF begins processing it. If you still need to submit more expenses, you can submit additional POV expenses after NSF has completed processing your initial expenses.

See NSF Policy on Expense Reimbursement for details on those expenses NSF reimburses.

NSF Policy on Expense Reimbursement

- **Panelist Compensation** - In accordance with Internal Revenue Service (IRS) instructions, NSF is required to issue an IRS Form 1099, "Miscellaneous Income," to participants for federal tax filing purposes when annual total compensation exceeds $600.

NSF reimburses participants' approved travel expenses, according to Federal policy. Please   keep in mind the following general guidelines when making your travel arrangements:

- **Points of Departure/Return** - The authorized points of travel departure and return are the traveler's official duty station or residence. Travelers will be reimbursed for travel expenses only between these points and the meeting site. On occasion, a traveler may be away from his/her duty station or need to go to another destination after the meeting. If this is the case, and it is for the convenience of the Government, then an alternate authorized point may be used. This must be noted. These are not stopovers. The traveler must begin or end official travel at the other authorized point.
- **Reservations** - Reservations for transportation must be made through the NSF travel management contractor. The Meeting ID is required to make reservations. NSF cannot reimburse over the contract airfare.
- **Common Carrier (airplane, train or bus)** - Travel by common carrier is presumed to be the most advantageous to the Government and is the authorized mode of travel.
- **Contract Carrier Flights** - Travelers are expected to use contract air carrier services provided to Federal agencies at reduced rates through the General Services Administration City Pair Program.
- **International Flights** - Travelers must use U.S.-flag air carriers for international air travel, if available, even if travel on another airline is less expensive. NSF cannot reimburse travelers for transportation on another airline unless U.S.-flag carrier service is not available. A U.S.-flag air carrier is a carrier holding a certificate under Section 401 of the Federal Aviation Act of 1958. The NSF travel management contractor will make travel arrangements in compliance with this regulation.
- **Airline Tickets** - Tickets must be e-tickets unless there is a compelling reason for a paper ticket. Electronic tickets are issued 2 days prior to the travel date. Travelers will receive an email confirmation with an attached electronic invoice. The attached invoice may be used for airport entry.
- **Use of a Personal Vehicle** - Travelers may be authorized to use a personally owned vehicle (POV) as the mode of transportation to NSF meetings, under the following conditions:
  - Travelers sign and submit a mileage statement to the program office sponsoring the meeting. The use of a private vehicle is approved in advance by NSF.
  - Mileage reimbursement is limited to the rates established by the General Services Administration. (See http://www.gsa.gov/ for the current mileage rates.)
  - The total amount of the reimbursement for POV expenses does not exceed the cost of the airfare on a Government contract air carrier.
  - It is NSF Policy that only one form of POV may be claimed per meeting.
- **International Participants** - Citizens of a foreign country who visit the United States usually need to obtain a visa. For NSF meeting participants, this typically is a visitor visa, a non-immigrant visa for travel to the United States for a scientific, educational, or professional meeting or conference on specific dates. Current information on U.S. visa policies is published on the Department of State Bureau of Consular Affairs website.

Access Submit Expenses

1. On the **FastLane Home Page** screen (Figure 1), select **Panelist Functions** in the navigation bar at the top. The **Panelist Functions** screen displays (Figure 2).

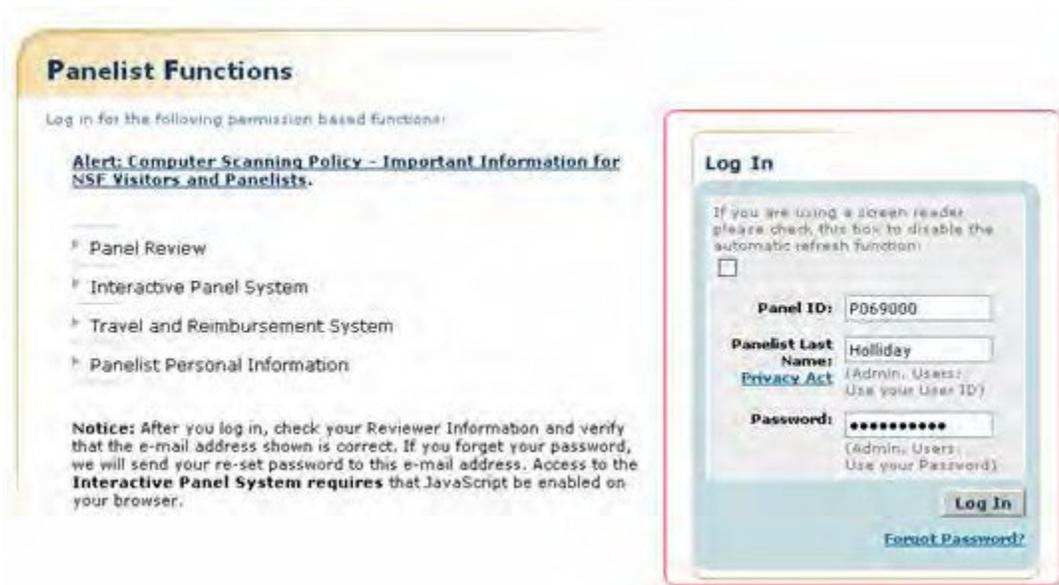Figure 1   FastLane Home Page screen. The link for Panelist Functions is circled.

Figure 2   Panelist Functions screen. The Log In section is circled.

2. In the **Log In** section on the **Panelist Functions** screen (Figure 2), do the following:
   - In the **Panel ID** box, type the Panel/Meeting ID that you received from NSF.
   - In the **Panelist Last Name** box, type your last name.
   - In the **Password** box, type the password that you received from NSF.
3. Select the **Login** button (Figure 2). The **Panelist System Selection** screen displays (Figure 3).

Figure 3   **Travel and Reimbursement link at the bottom of the Panelist System Selection screen.**

4. Select **Travel and Reimbursement** (Figure 3). The **Travel and Reimbursement Main** screen displays (Figure 4).

Figure 4   **Travel and Reimbursement screen. The Submit Expenses link is circled.**

5. On the **Travel and Reimbursement** screen (Figure 4), select **Submit Expenses**. The **Submit Expenses** screen displays (Figure 5). You have the options to submit expenses for:
   - Personally owned vehicle (POV) mileage and tolls
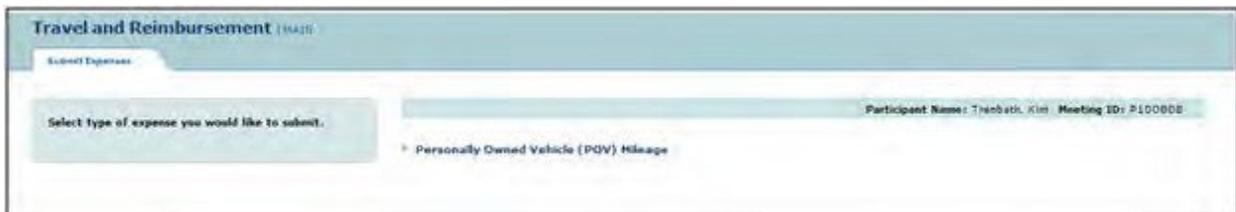
Figure 5   Submit Expenses screen.

Submit POV Mileage Expenses

NSF reimburses a participant that used a personal automobile, motorcycle, or airplane to travel to and/or from the meeting. NSF reimburses on the basis of a fixed rate per mile traveled and for toll costs. See NSF Policy on Expense Reimbursement.

1. Access the **Submit Expenses** screen (Figure 1) (see Access Submit Expenses).
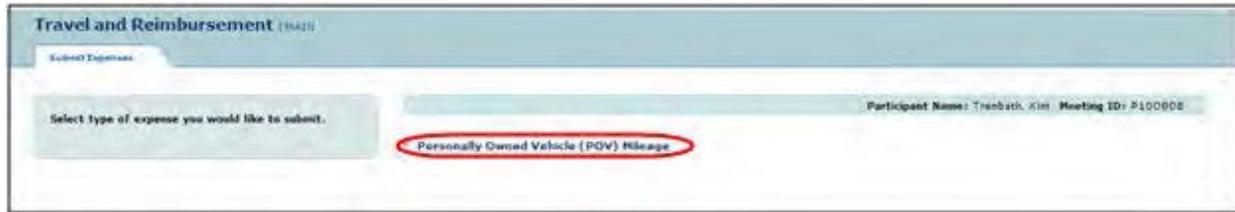
Figure 1   Submit Expenses screen. The Personally Owned Vehicle (POV) Mileage link is circled.

2. On the **Submit Expenses** screen (Figure 1), select **Personally Owned Vehicle (POV) Mileage**. **The Personally Owned Vehicle (POV) Mileage** screen displays (Figure 2).
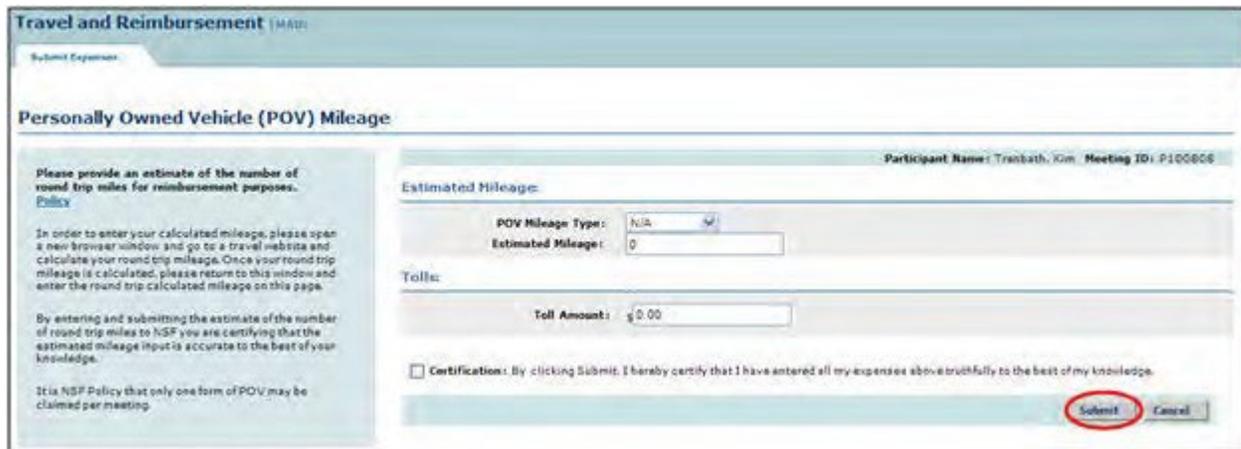
Figure 2   Personally Owned Vehicle (POV) Mileage screen. The Submit button is circled.

3. In the **Estimated Mileage** section (Figure 2), do the following:
   - In the **POV Mileage Type** drop-down list, choose the type of vehicle you used.
   - In the **Estimated Mileage** box, type the number of round-trip miles you traveled. (Calculate your miles with the help of a travel website.)
4. In the **Tolls** section, type the amount that you spent on tolls.
5. Select the Certification then **Submit** button (Figure 2). A screen displays (Figure 3) with the message that your expenses have been submitted.
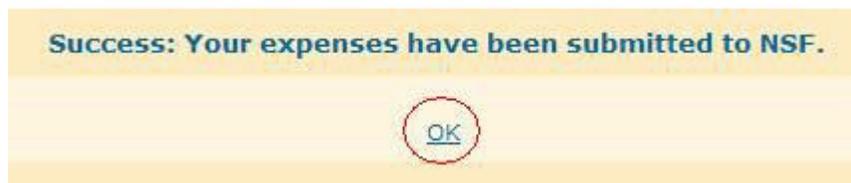
Figure 3   Screen with message that your expenses have been submitted to NSF   for approval. The OK button is circled.

6. Select **OK** (Figure 3). The **Travel and Reimbursement Main** screen displays.

You can edit your expenses up to the point that NSF begins processing your submission.

Submit Additional POV Expenses

You can submit additional expenses only after NSF has completed processing of your initial POV expenses submission. See NSF Policy on Expense Reimbursement for details on what can be reimbursed.

1. Access the **Submit Expenses** screen (Figure 1) (see Access Submit Expenses).
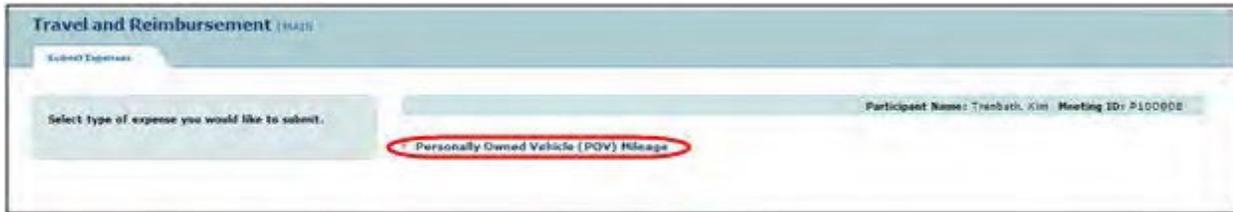
Figure 1   Submit Expenses screen. The Personally Owned Vehicle (POV) Mileage link is circled.

2. On the **Submit Expenses** screen (Figure 1), select **Personally Owned Vehicle (POV) Mileage**. The **Personally Owned Vehicle (POV) Mileage** screen displays (Figure 2).
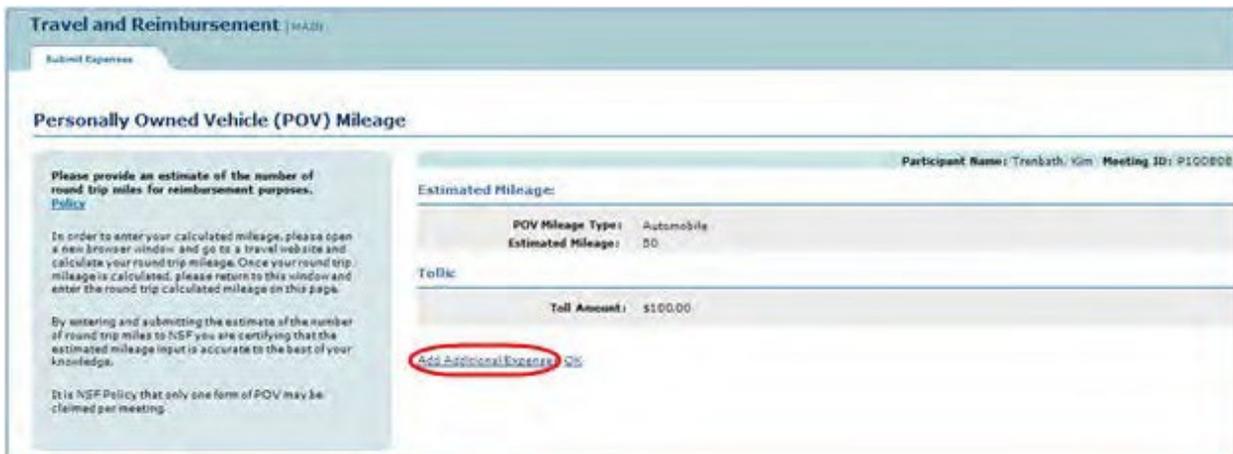
Figure 2   Personally Owned Vehicle (POV) Mileage screen. The Additional Expenses link is circled.

3. Click **Additional Expenses** (Figure 2). The **Additional Expenses for Personally Owned Vehicle (POV) Mileage** screen displays (Figure 3).

Figure 3   **Additional Expenses screen for Personally Owned Vehicle (POV) Mileage.**

4. In the **New Amendment's POV Mileage** box (Figure 3), type the additional amount of POV mileage.
5. In the **New Amendment's Toll Amount** box (Figure 3), type the additional amount of toll expenses.
6. Select the **Submit** button (Figure 3). A screen displays (Figure 4) with the message   that your additional POV expense amount has been submitted to NSF for approval.
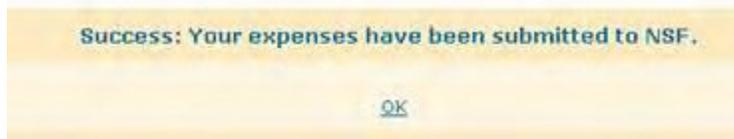
Figure 4   **Screen with the message that your expenses have been submitted to NSF for approval.**

7.   Select **OK** (Figure 4). The **Travel and Reimbursement Main** screen displays.

Meeting Sign-In

Meeting Sign-In Introduction

Print the contents of the Meeting Sign-In book

Meeting sign-in is available for each day of the meeting. The Meeting Sign-in Screen will   enable you to review your reimbursement profile, answer transportation questions, and sign-in with your specific type of attendance for the day. The transportation questions only   need to be answered on the first day of the meeting. Attendance type selection and sign-in is needed on a daily basis for the duration of the meeting.

To Access Meeting Sign-in see Access Meeting Sign-in.

For each meeting, you must complete the following three steps:
1.   Review the reimbursement profile.
2.   Select answers to the transportation questions.
3.   Select an attendance type and sign in.

Meeting Sign-In Introduction

Print the contents of the Meeting Sign-In book

Meeting sign-in is available for each day of the meeting. The Meeting Sign-in Screen will enable you to review your reimbursement profile, answer transportation questions, and sign-in with your specific type of attendance for the day. The transportation questions only   need to be answered on the first day of the meeting. Attendance type selection and sign-in is needed on a daily basis for the duration of the meeting.

To Access Meeting Sign-in see Access Meeting Sign-in.

For each meeting, you must complete the following three steps:
1. Review the reimbursement profile.
2. Select answers to the transportation questions.
3. Select an attendance type and sign in.

Access Meeting Sign-In

1. On the **FastLane Home Page** screen (Figure 1), select **Panelist Functions** in the navigation bar at the top. The **Panelist Functions** screen displays (Figure 2).

Figure 1   FastLane Home Page screen. The link for Panelist Functions is circled.

Figure 2   Panelist Functions screen. The Log In section is surrounded in red.

2. In the **Log In** section on the **Panelist Functions** screen (Figure 2), do the following:
   - In the **Panel ID** box, type the Panel/Meeting ID that you received from NSF.
   - In the **Panelist Last Name** box, type your last name.
   - In the **Password** box, type the password.

3. Select the **Login** button (Figure 2). The **Panelist System Selection** screen displays (Figure 3).
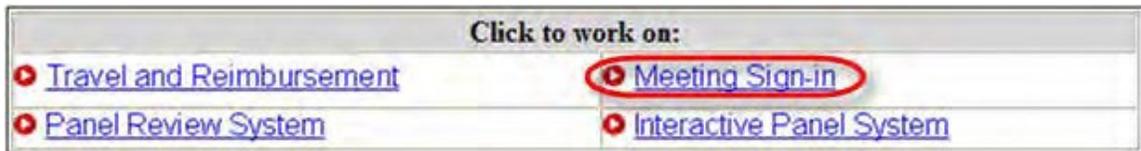
Figure 3   Meeting Sign-in link at the bottom of the Panelist System Selection screen.

4. **Select** the Meeting Sign-in link (Figure 3).

Meeting Sign-In

Complete Daily Meeting Sign-in

1. Access the **Panelist Functions** Main Page.
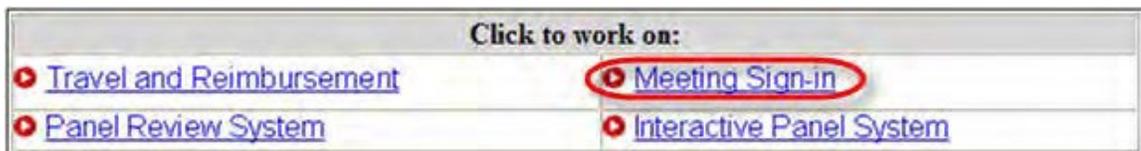
Figure 1   Panelist Functions section of the Panelist System Selection screen.

2. Click on the **Meeting Sign-in** Link at the bottom of the page.

3. View the **Meeting Sign-in** Screen.

Figure 2 Meeting Sign-in Screen

Reviewing Reimbursement Profile

The Meeting Sign-in Screen will display a participant's current registration status as well as the type of reimbursement for which the participant is eligible. This status is determined by the answers provided during meeting registration. For definitions to terminology, click on one of the hyperlinked terms within the reimbursement profile.
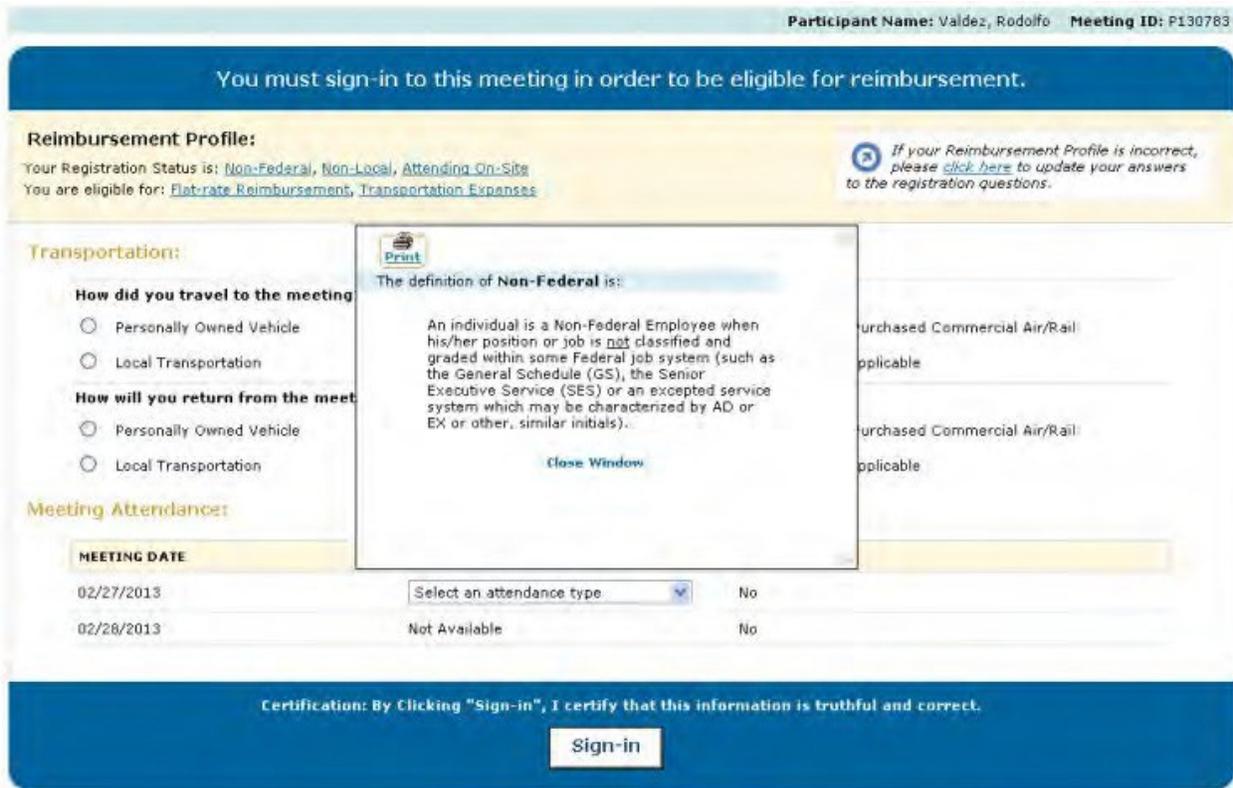
Figure 3   Meeting Sign-in Screen after clicking the "Non-Federal Participant" hyperlink.

Should a participant deem their registration profile to be incorrect, the link to update registration questions will enable the participant to review and edit the answers to the registration questions.

The reimbursement profile hyperlinks and the link to the registration questions are available throughout the duration of the meeting.

Answering Transportation Questions

The Meeting Sign-in Sheet will require panelists to answer two transportation questions before signing-in.

1. **"How did you travel to the meeting?"**
2. **"How will you return from the meeting?"**

Select an answer from the radio button options to each question. The transportation questions only need to be answered once, on the first day of signing-in for the meeting.

Figure 4 Meeting Sign-in Screen with NSF Purchased Commercial Air/Rail selected as answers to the Transportation Questions.

Meeting Attendance

1. Select an Attendance Type for the current day from the dropdown.
   - In Person- NSF
   - In Person- Other Meeting Location
   - TeleConference
   - Webcast
   - VideoConference
   - Online Forum
   - Other

   For definitions to the attendance types, click on the "Attendance Type" hyperlink above the dropdown.

2. Click Sign-in, to sign-in to the meeting for that day. A message will appear at the top of the sign-in screen to alert you that the sign-in has been successful and will   provide a link to the Panelist Functions Home Page. Additionally, the "Signed in" column will now reflect the sign in for the day, by changing from "No" to "Yes."

Attendance type can be changed for the duration of the meeting day. Once the meeting day has passed, the panelist will be unable to change the attendance type for any day other than the current day.

Figure 5   Meeting Sign-in Screen with Cursor on the Attendance Type Dropdown.

Figure 6   Meeting Sign-in Screen after signing-in to the meeting.

Panel Review System

Panel Review System Introduction

Print the contents of the Panel Review System book.

Panelists can do the following in the Panel Review System:
- View a proposal
- Download a proposal
- Create a panel review draft
- Submit a panel review
- Edit a submitted panel review

Panel Review System Introduction

Print the contents of the Panel Review System book.

Panelists can do the following in the Panel Review System:
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- Download a proposal
- Create a panel review draft
- Submit a panel review
- Edit a submitted panel review

View a Proposal in the Panel Review System

To view a proposal in PRS, do the following:
1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays (Figure 1).

Click to work on:
- Travel and Reimbursement
- Meeting Sign-in
- Panel Review System
- Interactive Panel System

Figure 1   Panel Review System link at the bottom of the Panelist System Selection screen.

4. At the bottom of the Panelist System Selection screen, click **Panel Review System** (Figure 1). The Panel Review screen displays (Figure 2).

Panel Review

Click on the Prepare Review tab to prepare/submit reviews, the View/Download tab to view/download proposals, or the Request Printed Proposal tab to request that a printed copy of the proposals be mailed to you.

Prop No.	PI Last Name	Reviewer Type	Last Modified	Submitted
0617757	Harpp	Panelist	Not Yet Started	No
0618078	Feldmann	Panelist	Not Yet Started	No
0618219	Shuster	Panelist	Not Yet Started	No
0618232	Vengosh	Panelist	Not Yet Started	No
0618983	Jamieson	Panelist	Not Yet Started	No
0618992	Chen	Panelist	Not Yet Started	No
0619013	Poppeliers	Panelist	Not Yet Started	No
0619030	Harris	Panelist	Not Yet Started	No
0619044	Brugger	Panelist	Not Yet Started	No

Total Proposals: 44

[Prepare Review]   [Resubmit]   [Submit All]

Figure 2 **Panel Review screen. The View/Download Proposal tab is circled.**

5. Click the **View/Download Proposal** tab (Figure 2) if it is not already selected. The **Panel Review** screen displays on the **View/Download Proposal** tab (Figure 3).

Panel Review

Click on the Prepare Review tab to prepare/submit reviews, the View/Download tab to view/download proposals, or the Request Printed Proposal tab to request that a printed copy of the proposals be mailed to you.

Highlight the proposal you want to view or the proposals you want to download and click the appropriate action button. To select multiple contiguous items from the list box, hold down the **Shift** key and click on the desired proposal. To make non-contiguous selections, hold down the **Ctrl** key in Windows or the **Command** key in the Macintosh and click on the desired proposal.

Prop No.	PI Last Name	Reviewer Type	Last Modified	Submitted
0617757	Harpp	Panelist	Not Yet Started	No
0618078	Feldmann	Panelist	Not Yet Started	No
0618219	Shuster	Panelist	Not Yet Started	No
0618232	Vengosh	Panelist	Not Yet Started	No
0618983	Jamieson	Panelist	Not Yet Started	No
0618992	Chen	Panelist	Not Yet Started	No
0619013	Poppeliers	Panelist	Not Yet Started	No
0619030	Harris	Panelist	Not Yet Started	No
0619044	Brugger	Panelist	Not Yet Started	No

Total Proposals: 44

[View Proposal]   [Download/Save Proposal]   [Select All]

Figure 3 **Panel Review screen on the View/Download Proposal tab.**

5. Select the proposal you want to look at by clicking the name.
6. View the proposal in one of the two following ways:

- Online by clicking the **View Proposal** button (Figure 2). The proposal opens in the browser.
- Off-line by clicking the **Download/Save** button (Figure 2).

Related Topics:
Proposal Review

Prepare a Panel Review

After reviewing the proposal, prepare a Panel Review as follows, keeping in mind the review guidelines:

1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays (Figure 1).
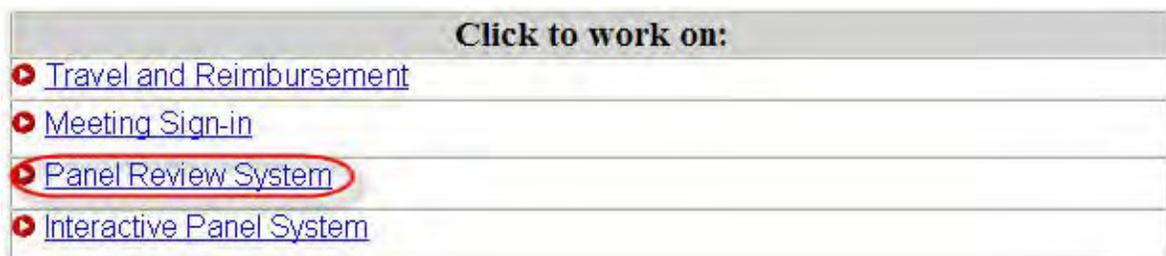4. Locate the **Click to Work On** section at the bottom of the **Panelist System Selection** screen. (Figure 1).
5. Click **Panel Review System** (Figure 1).

Figure 1 Panel Review System link at the bottom of the Panelist System Selection screen.

6. Click the **Prepare Review** tab is it not already selected.
7. Select the proposal from the list of proposals that you want to prepare a review for.
8. Click the **Prepare Review** button (Figure 2). The **Panel Review** screen displays.

Figure 2   Prepare Review button on the Panelist System Selection screen.

9. (Optional) Check the **Please check this box if you want to receive an email copy of your review** box (Figure 3) from the **Work in Progress** section if you want a copy of your review emailed to you.

Figure 3   Panel Review screen.

10. Indicate in the **Rating** section whether you intend to rate the proposal (Figure 3).
11. Select your rating from the **Overall Rating** section if you selected **I am rating this proposal** from the **Rating** section (Figure 3).
12. In the **first** text box of the **Overall Rating** section (Figure 3), in the context of the five review elements, type your evaluation of the proposal with respect to intellectual merit.
13. In the **second** text box of the **Overall Rating** section (Figure 3), in the context of the five review elements, type your evaluation of the proposal with respect to broader impacts.
14. In the **third** text box of the **Overall Rating** section (Figure 3), type your evaluation of the proposal with respect to any additional solicitation-specific review criteria, if applicable.
15. Type an evaluative summary in the **Summary Statement** box (Figure 3). The summary should describe your overall assessment of the proposal based on the review criteria.
16. Type any suggestions in the **Other Suggested Reviewers** box (Figure 3).
17. Identify any conflicts of interest you may have in reviewing the proposal in the **Conflicts of Interest Text** box (Figure 3).
18. Click the **Submit Review** button to submit the review (Figure 3). The **Receipt of Panel Review** screen displays (Figure 4). Or, click the **Save Review** button to save your work without submitting the review (Figure 3). Or, click **Go Back** to cancel your changes (Figure 3).

> **NOTE**: Once you have submitted a review it is no longer accessible from the Panel Review System.

18. Click the **Return** button on the **Receipt of Panel Review** screen (Figure 4).

Panel Review

Receipt of Panel Review

Your panel review for proposal number **1000001** has been received at NSF on **Mon Nov 7 14:02:29 2005** and will be forwarded to the cognizant (or appropriate) NSF program officer.

Your Obligation To Keep Proposals Confidential

The Foundation receives proposals in confidence and protects the confidentiality of their contents. For this reason, you must not copy, quote from, or otherwise use or disclose to anyone, including your graduate students or post-doctoral or research associates, any material from any proposal you are asked to review. Unauthorized disclosure of confidential information could subject you to administrative sanctions. If you believe a colleague can make a substantial contribution to the review, please obtain permission from the NSF Program officer *before* disclosing either the contents of the proposal or the name of any applicant or principal investigator. **When you have completed your review, please be certain to destroy the proposal.**

A copy of the review has been sent to you at the e-mail address provided: **dh@nsf.gov.**

Return

Figure 4   Receipt of Panel Review screen.

Resubmit/Edit a Panel Review

To edit a previously submitted Panel Review, do the following, if before the cutoff date:
1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays (Figure 1).
4. Locate the **Click to Work On** section (Figure 1).
5. Click **Panel Review System** (Figure 1).

Click to work on:

- Travel and Reimbursement
- Meeting Sign-in
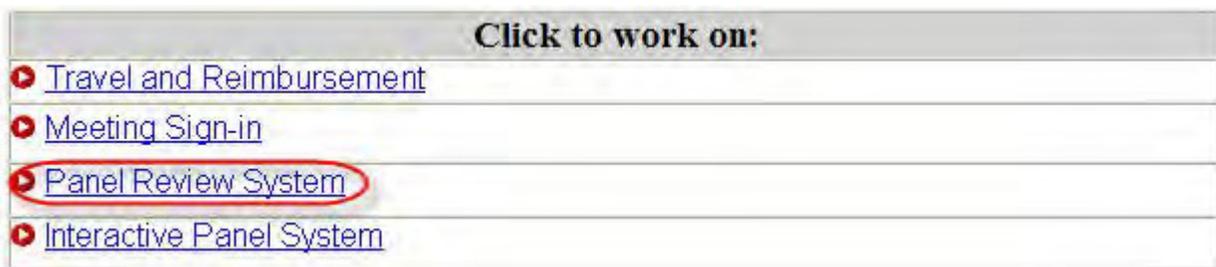- Panel Review System
- Interactive Panel System
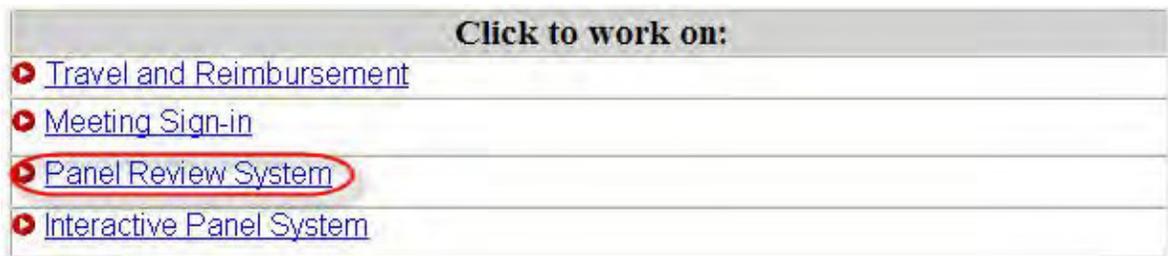
Figure 1 Panel Review System link at the bottom of the Panelist System Selection screen.

6. Click the **Prepare Review** tab is it is not already selected.
7. Select the proposal from the list of proposals that you want to prepare a review for.
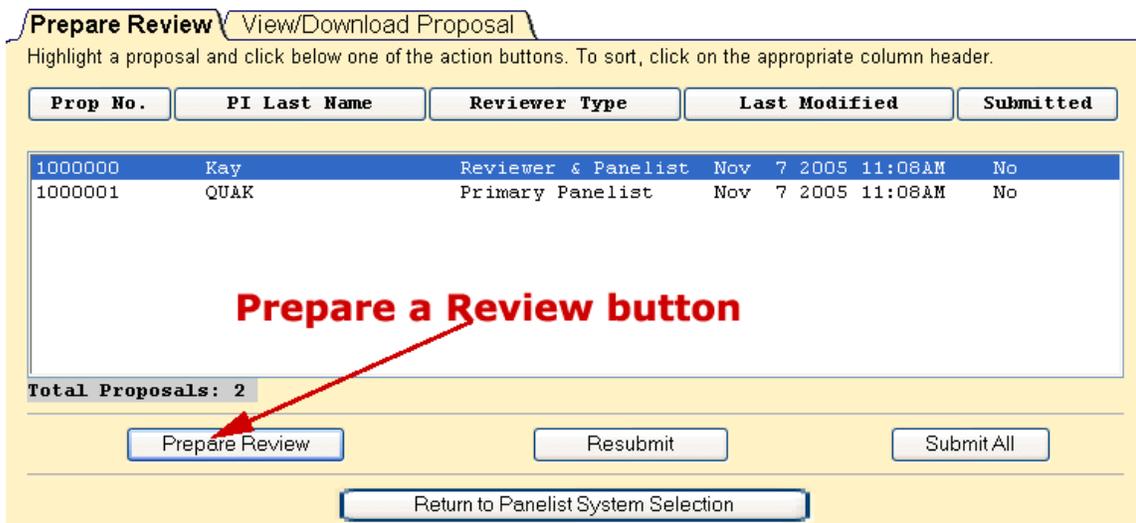8. Click the **Resubmit** button (Figure 2). The **Warning Message** screen displays (Figure 3).
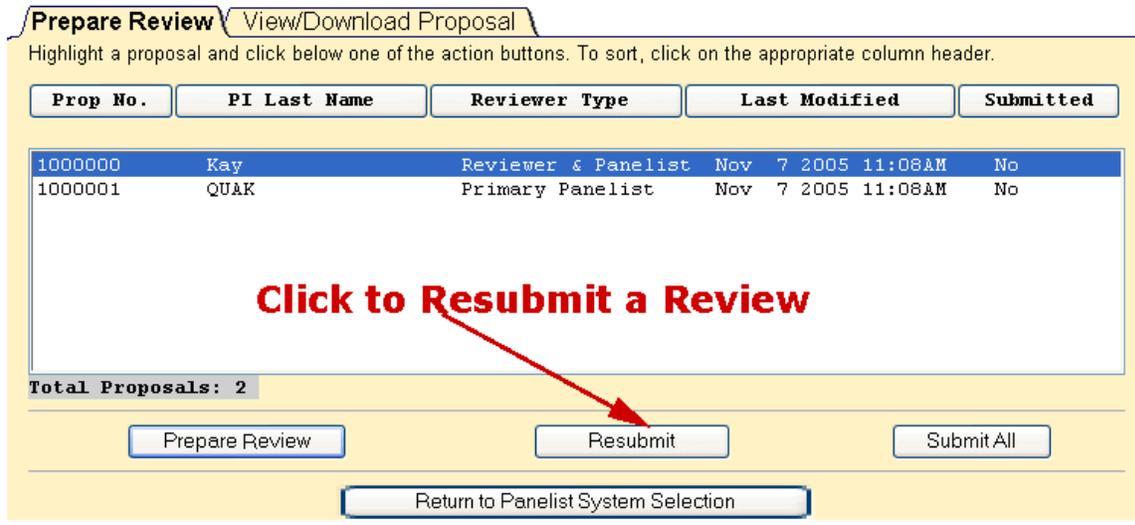
Figure 2   **Resubmit Review button on the Prepare Review tabbed page.**

9. Click the **Continue** button (Figure 3). The **Panel Review** screen displays (Figure 4).

Figure 3   **Warning message screen with message for continuing your review.**

10. Make your changes on the **Panel Review** screen (Figure 4).
11. Click the **ReSubmit Review** button (Figure 4). The **Receipt of Panel Review** screen displays.
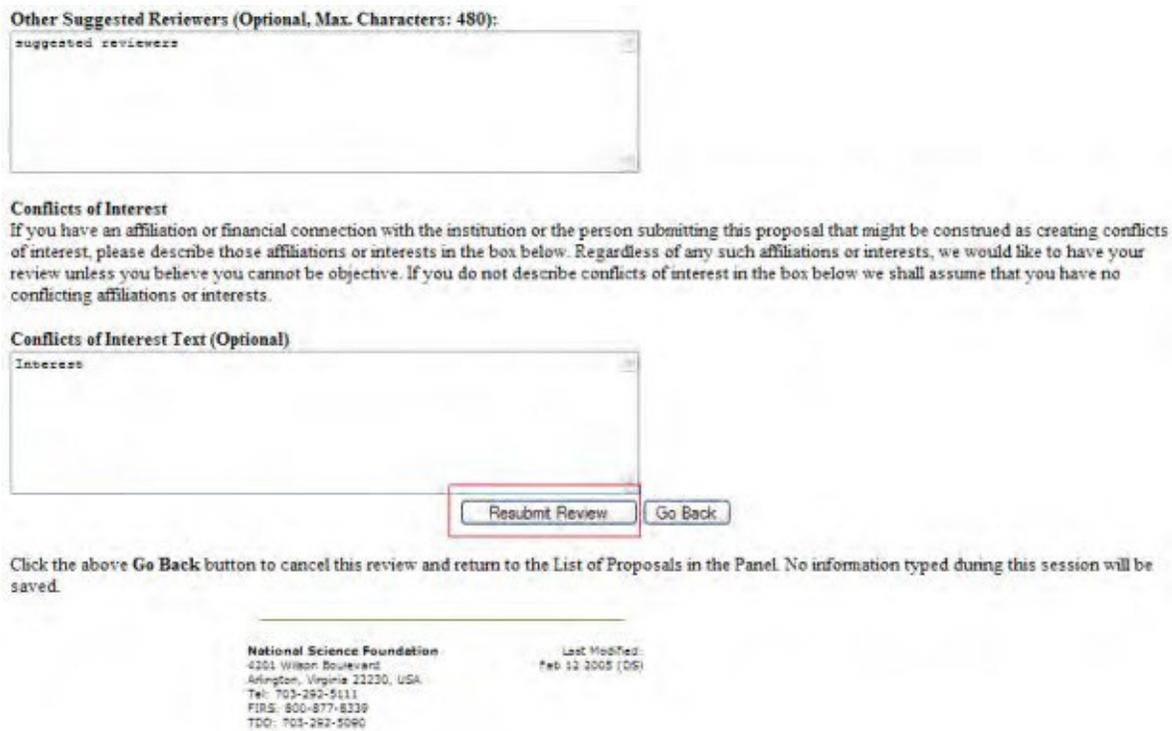
Figure 4 Resubmit Review button on the Panel Review screen.

12. Click the **ReSubmit Review** button (Figure 4). The **Receipt of Panel Review** screen displays.
13. Click the **Return** button (Figure 5).
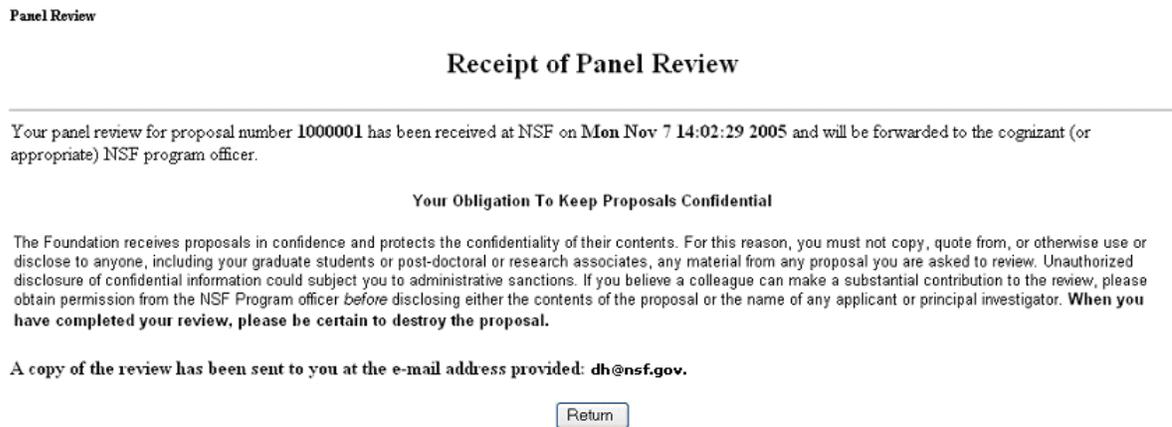
Figure 5 Receipt of Panel Review screen.

Retrieve a Saved Panel Review

If you have prepared and saved a Panel Review but not submitted it, you retrieve the review for further editing or submission as follows:

1. Access FastLane by pointing your browser to www.fastlane.nsf.gov

2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays (Figure 1).
4. Locate the **Click to Work On** section (Figure 1).
5. Click **Panel Review System** (Figure 1).

Figure 1 Panel Review System link at the bottom of the Panelist System Selection screen.

6. Click the **Prepare Review** tab is it is not already selected.
7. Select the proposal from the list of proposals that you prepared a review for.
8. Click the **Prepare Review** button (Figure 2). The saved review displays.
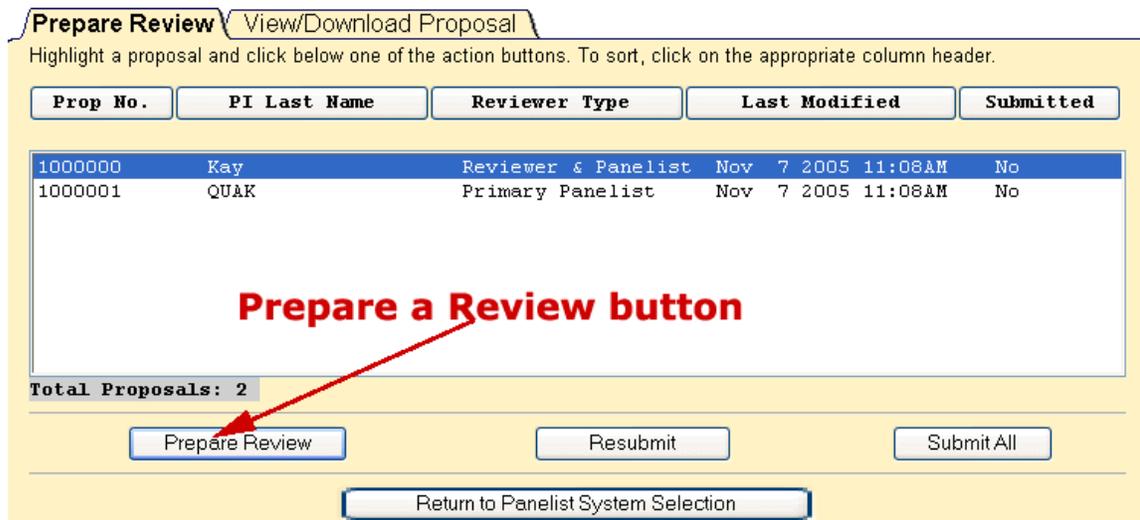
Figure 2   Prepare Review button on the Prepare Review tabbed page.

Interactive Panel System

Interactive Panel System Introduction

Print the contents of the Interactive Panel System book.

The Interactive Panel System (IPS) is an electronic FastLane system that allows panelists to do the following:
- View a proposal
- Print a proposal
- Write a review comment
- View review comments
- Print review comments

- [Prepare reviews](#)
- [Prepare recommendations](#)
- [Write Panel Summaries](#)
- [Review Panel Summaries](#)
- [Approve Panel summaries](#)
- [Update personal information](#)

IPS Layout

IPS is divided into three tabbed screens:

- **Panel Status** (Figure 1) (Default) - displays basic information on all proposals assigned to the panel as well as a summary of the work done by the entire panel, including individual proposal ratings, panel recommendations, comments, and panel summary status.

Panel: **P050765**
User: **Helfand, Dave**
Who Needs to Approve the Summary: **All Assigned Panelists**

Click on one of the table heading links to sort the data by the selected column.

Discuss Order	Proposal Number	Principal Investigator (PI)	Institution	Scribe	Review Ratings	Recommend-ation	Comments Last Updated By	Who Needs to Approve	Summary Status
1	1000000	Kay, Ken	Test Both Institution For DIS Use Only	Not Assigned			Helfand, Dave	Helfand, Dave	Not Yet Started
2	1000001	QUAK, Edward	Test Both Institution For DIS Use Only	Not Assigned			Helfand, Dave	Helfand, Dave	Not Yet Started

Figure 1   Panel Status screen.

- **My Status** (Figure 2) - displays basic proposal information for all proposals belonging to the panel, organized by your work state:
  - **Action Required Proposals**: proposals awaiting an action from you (e.g., writing or approving of a panel summary).
  - **No Action Required Proposals:** proposals awaiting an action from another panelist. They will switch to the "Action Required" group if/when your action is needed.
  - **Completed Proposals:** proposals whose required Panel Summary has been approved. If the panel summary changes, these proposals will reappear in the "Action Required" group.
  - **Not Assigned to You**: proposals for which you have no specific responsibilities. However, if you choose, you can submit comments on these proposals.

Figure 2   My Status screen.

- **My Work** (Figure 3) - displays your panel review work area.

Figure 3   My Work screen.

Roles in the Interactive Panel System

The Program Officer (PO) sets up the panel meeting and has many configuration options. Generally, a panel consists of at least three panelists; and they are divided into the following generally defined roles:

- **Scribe** - the panelist who, in addition to reviewing the proposals, writes the panel's summary of the proposal being reviewed for panel approval
- **Lead Panelist** - the panelist who presents the proposal being reviewed by the panel to the panel
- **Panelist** - panel members with non-administrative functions who review proposals and panel summaries, as well as approve the panel summaries

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- Approve Panel summaries
- Update personal information

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Figure 2 My Status screen.

- **My Work** (Figure 3) - displays your panel review work area.

Figure 3 My Work screen.

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My Work Screen Overview

Your **My Work** tabbed screen is your work area to create, view, and review proposals, comments, and panel summaries, depending upon your role and the way your Program Officer (PO) set up the panel. Your **My Work** screen is actually modified to display only the functions you can perform; for example, if you are not a scribe you will not see the **Summary** tab as scribes are the panelists who write the Panel Summaries.

My Work Menus

Regardless of your role or the panel settings, you can easily navigating to your proposals with the My Work Menus on the left side of the screen (Figure 1, Section A):

- **Action Required Proposals**
- **No Action Required Proposals**
- **Completed Proposals**
- **Not Assigned to You**

The proposals within each category can be ordered in the following ways:

- **Discussion Order** (as set by the PO)
- **Proposal ID**
- **Summary Status**

with the **Proposals Sorted By** box (**Figure 1, Section C**).

My Work Other Function Boxes

You can quickly perform many of your individual panel duties with the quick access **Other Function** box on the left side of the screen (Figure 1, Section B) :

- **Print Summary** (scribe only)
- **Recommendation**
- **Prepare Reviews**
- **Name/Addr Info**
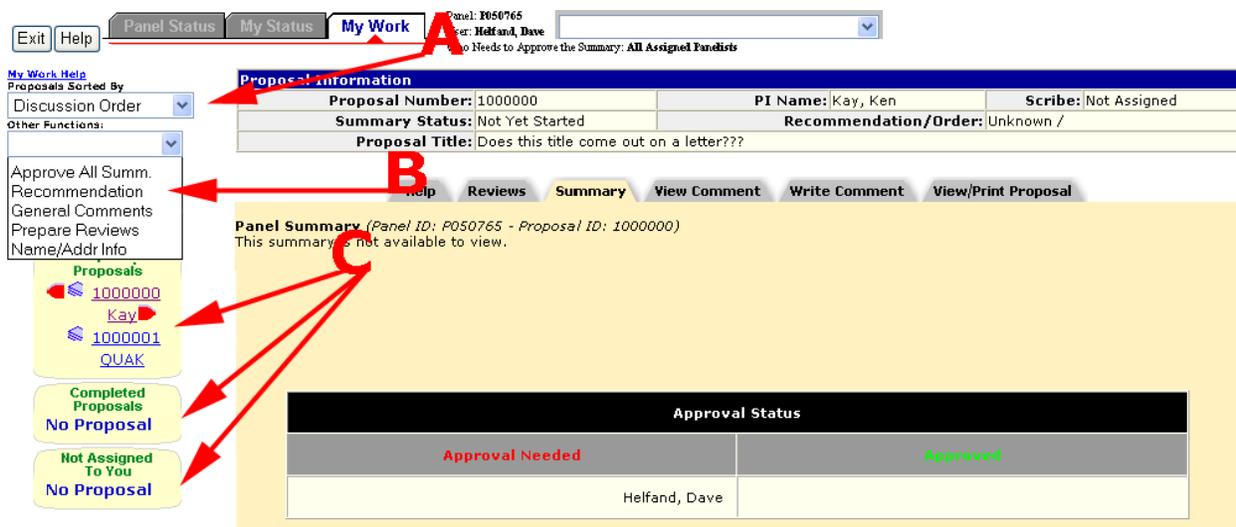
Figure 1 My Work screen layout.

IPS Functions

View a Proposal in IPS

To view a proposal from IPS, do the following:
1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays.
4. Locate the **Click to Work On** section.
5. Click **Interactive Panel System.**
6. Continue one of the following routes:
    - **Panel Status**
        a. Click the **Panel Status** tab.
        b. Click the proposal number in the Proposal Number column.
        c. Click the **View/Print Proposal** tab.
        d. Click the proposal section you want to print. Or, click **Print Entire Proposal** to print   all proposal parts.
        e. Click the **OK** button. Your selection opens in a new window.
    - **My Status**
        a. Click the **My Status** tab.
        b. Click the proposal number in the Proposal Number column.
        c. Click the **View/Print Proposal** tab.
        d. Click the proposal section you want to print. Or, click **Print Entire Proposal** to print all proposal parts.
        e. Click the **OK** button. Your selection opens in a new window.
    - **My Work**
        a. Click the **My Work** tab.
        b. Click the **View/Print Proposal** tab.
        c. Click the proposal section you want to print. Or, click **Print Entire Proposal** to print all proposal parts.
        d. Click the **OK** button. Your selection opens in a new window.

Related Topics:
Proposal Review

Print a Proposal from IPS

To print a proposal from IPS, do the following:
1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays.
4. Locate the **Click to Work On** section.
5. Click **Interactive Panel System.**
6. Continue one of the following routes:
    - **Panel Status**
        a. Click the **Panel Status** tab.
        b. Click the proposal number in the Proposal Number column.
        c. Click the **View/Print Proposal** tab.
        d. Click the proposal section you want to print. Or, click **Print Entire Proposal** to print all proposal parts.
        e. Click the **OK** button. Your selection opens in a new window.
        f. Click the **Print** button.
    - **My Status**

a. Click the **My Status** tab.
b. Click the proposal number in the Proposal Number column.
c. Click the **View/Print Proposal** tab.
d. Click the proposal section you want to print. Or, click **Print Entire Proposal** to print all proposal parts.
e. Click the **OK** button. Your selection opens in a new window.
f. Click the **Print** button.

- **My Work**
a. Click the **My Work** tab.
b. Click the **View/Print Proposal** tab.
c. Click the proposal section you want to print. Or, click **Print Entire Proposal** to print all proposal parts.
d. Click the **OK** button. Your selection opens in a new window.
e. Click the **Print** button.

Write a Proposal Review/Panel Summary Comment

To write a comment on a proposal in IPS, do the following:
1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays.
4. Locate the **Click to Work On** section.
5. Click **Interactive Panel System.**
6. Continue one of the following routes:

- **Panel Status**
a. Click the **Panel Status** tab.
b. Click the proposal number in the Proposal Number column.
c. Click the **Write Comment** tab.
d. Type your comment text in the **Write Comment** box.
e. (Optional) Click the **Check Spelling** button to check your spelling.
f. Click the **Submit Comment** button to submit your comment. Or, click the **Save Comment** button to save the comment text but not submit the comment.

- **My Status**
a. Click the **My Status** tab.
b. Click the proposal number in the Proposal Number column.
c. Click the **Write Comment** tab.
d. Type your comment text in the **Write Comment** box.
e. (Optional) Click the **Check Spelling** button to check your spelling.
f. Click the **Submit Comment** button to submit your comment. Or, click the **Save Comment** button to save the comment text but not submit the comment.

- **My Work**
a. Click the **My Work** tab.
b. Click the **Write Comment** tab.
c. Type your comment text in the **Write Comment** box.
d. (Optional) Click the **Check Spelling** button to check your spelling.
e. Click the **Submit Comment** button to submit your comment. Or, click the **Save Comment** button to save the comment text but not submit the comment.

Print Proposal Review Comments

To view all panelists' comments on a proposal, do the following:

1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays.
4. Locate the **Click to Work On** section.
5. Click **Interactive Panel System.**
6. Continue one of the following routes:
   - **Panel Status**
     a. Click the **Panel Status** tab.
     b. Click the proposal number in the **Proposal Number** column.
     c. Click the **View Comment** tab.
     d. Click the **Print Comments** button.
     e. Click the **Print** button.
   - **My Status**
     a. Click the **My Status** tab.
     b. Click the proposal number in the **Proposal Number** column.

     c. Click the **View Comment** tab.
     d. Click the **Print Comments** button.
     e. Click the **Print** button.
   - **My Work**
     a. Click the **My Work** tab.
     b. Click the **View Comment** tab.
     c. Click the **Print Comments** button.
     d. Click the **Print** button.

   View a Proposal Review/Panel Summary Comment

To view all panelists' comments on a proposal, do the following:
1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays.
4. Locate the **Click to Work On** section.
5. Click **Interactive Panel System.**
6. Continue one of the following routes:
   - **Panel Status**
     a. Click the **Panel Status** tab.
     b. Click the proposal number in the **Proposal Number** column.
     c. Click the **View Comment** tab.
     d. Click the **Refresh** button. The comments are listed in descending chronological order in the **Comments** box.
   - **My Status**
     a. Click the **My Status** tab.
     b. Click the proposal number in the **Proposal Number** column.
     c. Click the **View Comment** tab.
     d. Click the **Refresh** button. The comments are listed in descending chronological order in the **Comments** box.
   - **My Work**
     a. Click the **My Work** tab.
     b. Click the **View Comment** tab.
     c. Click the **Refresh** button. The comments are listed in descending chronological order in the **Comments** box.

Note: While viewing the **Comments** tabbed screen for long periods of time, you can click the Refresh button to

update the **Comments** box with the comments as they are written and submitted.
Prepare a Panel Review from IPS

To complete your proposal panel review from IPS, do the following:
1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays.
4. Locate the **Click to Work On** section.
5. Click **Interactive Panel System.**
6. Continue one of the following routes:
   - **Panel Status**
     a. Click the **Panel Status** tab.
     b. Click the proposal number in the **Proposal Number** column.
     c. Select **Prepare Reviews** from the **Other Functions** box. The **Panel Review System (PRS)** opens in a new window.
     d. Follow the PRS instructions on completing a review.
   - **My Status**
     a. Click the **My Status** tab.
     b. Click the proposal number in the **Proposal Number** column.
     c. Select **Prepare Reviews** from the **Other Functions** box. The **Panel Review System (PRS)** opens in a new window.
     d. Follow the PRS instructions on completing a review.
   - **My Work**
     a. Click the **My Work** tab.
     b. Select **Prepare Reviews** from the **Other Functions** box. The **Panel Review System (PRS)** opens in a new window.
     c. Follow the PRS instructions on completing a review.

See also: Proposal Review
View Other Panelists' Proposal Reviews
After submitting your own proposal review, and your PO setting up the panel in this manner, you can view other panelists' proposal reviews as follows:
1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays.
4. Locate the **Click to Work On** section.
5. Click **Interactive Panel System.**
6. Continue one of the following routes:
   - **Panel Status**
     a. Click the **Panel Status** tab.
     b. Click the proposal number in the **Proposal Number** column.
     c. Click the **Reviews** tab.
   - **My Status**
     a. Click the **My Status** tab.
     b. Click the proposal number in the **Proposal Number** column.
     c. Click the **Reviews** tab.
   - **My Work**
     a. Click the **My Work** tab.
     b. Click the **Reviews** tab.
Prepare a Recommendation

If the PO has granted you permission, you can provide other panelists recommendations on the proposal being reviewed as follows:

1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays.
4. Locate the **Click to Work On** section.
5. Click **Interactive Panel System.**
6. Continue one of the following routes:
   - **Panel Status**
     a. Click the **Panel Status** tab.
     b. Click the proposal number in the **Proposal Number** column.
     c. Select **Recommendations** from the **Other Functions** box.
     d. Select the recommendation from the drop-down box in the Recommendation column.
     e. Click the **Save Recommendations** button.
   - **My Status**
     a. Click the **My Status** tab.
     b. Click the proposal number in the **Proposal Number** column.
     c. Select **Recommendations** from the **Other Functions** box.
     d. Select the recommendation from the drop-down box in the Recommendation column.
     e. Click the **Save Recommendations** button.
   - **My Work**
     a. Click the **My Work** tab.
     b. Select **Recommendations** from the **Other Functions** box.
     c. Select the recommendation from the drop-down box in the Recommendation column.
     d. Click the **Save Recommendations** button.

Note: Your Program Officer may prefer that you order the proposals instead of making recommendations; if so, you will use the **Ordering** column drop-down box instead of the **Recommendations** column drop-down box. Your Program Officer will provide instructions on what actions to take.

Write a Panel Summary

If you are a Scribe, you can create a Panel Summary as follows:

1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays.
4. Locate the **Click to Work On** section.
5. Click **Interactive Panel System.**
6. Continue one of the following routes:
   - **Panel Status**
     a. Click the **Panel Status** tab.
     b. Click the proposal number in the **Proposal Number** column.
     c. Select **Summary** tab.
     d. Type your Panel Summary text in the text box.
     e. Click the **Save** button.
   - **My Status**
     a. Click the **My Status** tab.
     b. Click the proposal number in the **Proposal Number** column.
     c. Select **Summary** tab.
     d. Type your Panel Summary text in the text box.

e. Click the **Save** button.
- **My Work**
  a. Click the **My Work** tab.
  b. Select **Summary** tab.
  c. Type your Panel Summary text in the text box.
  d. Click the **Save** button. See

also [Proposal Review](#).

Submit a Panel Summary for Comment

If you are a Scribe and have a draft saved, you can release the Panel Summary draft to the panel for comments as follows:
1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays.
4. Locate the **Click to Work On** section.
5. Click **Interactive Panel System.**
6. Continue one of the following routes:
   - **Panel Status**
     a. Click the **Panel Status** tab.
     b. Click the proposal number in the **Proposal Number** column.
     c. Select **Summary** tab.
     d. Click the **Submit Draft for Comment** comment.
   - **My Status**
     a. Click the **My Status** tab.
     b. Click the proposal number in the **Proposal Number** column.
     c. Select **Summary** tab.
     d. Click the **Submit Draft for Comment** comment.
   - **My Work**
     a. Click the **My Work** tab.
     b. Select **Summary** tab.
     c. Click the **Submit Draft for Comment** comment.

View a Panel Summary

If your Scribe has released the Panel Summary for comments or final approval, you can view the summary as follows:
1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays.
4. Locate the **Click to Work On** section.
5. Click **Interactive Panel System.**
6. Continue one of the following routes:
   - **Panel Status**
     a. Click the **Panel Status** tab.
     b. Click the proposal number in the **Proposal Number** column.
     c. Select **Summary** tab. The Panel Summary displays.
   - **My Status**
     a. Click the **My Status** tab.
     b. Click the proposal number in the **Proposal Number** column.

c. Select **Summary** tab. The Panel Summary displays.
- **My Work**
    a. Click the **My Work** tab.
    b. Select **Summary** tab. The Panel Summary displays.

Submit a Panel Summary for Final Approval

If you are a Scribe and have a draft saved or have received comments from the panel on your panel summary draft, you can release the Panel Summary to the panel for final approval as follows:
1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays.
4. Locate the **Click to Work On** section.
5. Click **Interactive Panel System.**
6. Continue one of the following routes:
    - **Panel Status**
        a. Click the **Panel Status** tab.
        b. Click the proposal number in the **Proposal Number** column.
        c. Select **Summary** tab.
        d. Click the **Submit Draft for Final Approval** comment.
    - **My Status**
        a. Click the **My Status** tab.
        b. Click the proposal number in the **Proposal Number** column.
        c. Select **Summary** tab.
        d. Click the **Submit Draft for Final Approval** comment.
    - **My Work**
        a. Click the **My Work** tab.
        b. Select **Summary** tab.
        c. Click the **Submit Draft for Final Approval** comment.

Approve a Panel Summary

If the panel Scribe has made the Panel Summary available for review or final approval, you can approve the summary, if required, in one of the following three ways:

Method 1 - From the Summary Tab

1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays.
4. Locate the **Click to Work On** section.
5. Click **Interactive Panel System.**
6. Continue one of the following routes:
    - **Panel Status**
        a. Click the **Panel Status** tab.
        b. Click the proposal number in the **Proposal Number** column.
        c. Select the **Summary** tab.
        d. Note your name in the **Approval Needed** list.
        e. Click the **Approve** button.
    - **My Status**
        a. Click the **My Status** tab.
        b. Click the proposal number in the **Proposal Number** column.
        c. Select the **Summary** tab.

d. Note your name in the **Approval Needed** list.

e. Click the **Approve** button.

- **My Work**

a. Click the **My Work** tab.

b. Select the **Summary** tab.

c. Note your name in the **Approval Needed** list.

d. Click the **Approve** button.

Method 2 - From the Other Functions

1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays.
4. Locate the **Click to Work On** section.
5. Click **Interactive Panel System.**
6. Continue one of the following routes:
   - **Panel Status**

   a. Click the **Panel Status** tab.

   b. Click the proposal number in the **Proposal Number** column.

   c. Select the **Approve All Summ.** in the **Other Functions** box.

   c. Select the proposal(s) you want to approve a panel summary for.

   d. Click the **Approve Selection** button.
   - **My Status**

   a. Click the **My Status** tab.

   b. Click the proposal number in the **Proposal Number** column.

   c. Select the **Approve All Summ.** in the **Other Functions** box.

   c. Select the proposal(s) you want to approve a panel summary for.

   d. Click the **Approve Selection** button.
   - **My Work**

   a. Click the **My Work** tab.

   b. Select the **Approve All Summ.** in the **Other Functions** box.

   c. Select the proposal(s) you want to approve a panel summary for.

   d. Click the **Approve Selection** button.

Method 3 - From the Other Functions Tab (Approving All Summaries)

1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays.
4. Locate the **Click to Work On** section.
5. Click **Interactive Panel System.**
6. Continue one of the following routes:
   - **Panel Status**

   a. Click the **Panel Status** tab.

   b. Click the proposal number in the **Proposal Number** column.

   c. Select the **Approve All Summ.** in the **Other Functions** box.

   d. Click the **Approve All** button.
   - **My Status**

   a. Click the **My Status** tab.

   b. Click the proposal number in the **Proposal Number** column.

   c. Select the **Approve All Summ.** in the **Other Functions** box.

   d. Click the **Approve All** button.

- **My Work**
  a. Click the **My Work** tab.
  b. Select the **Approve All Summ.** in the **Other Functions** box.
  c. Click the **Approve All** button.

  See also Proposal Review.

Print a Panel Summary

If you are a Scribe, you can print out a Panel Summary as follows:
1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays.
4. Locate the **Click to Work On** section.
5. Click **Interactive Panel System.**
6. Continue one of the following routes:
   - **Panel Status**
     a. Click the **Panel Status** tab.
     b. Click the proposal number in the **Proposal Number** column.
     c. Select **Summary** tab.
     d. Click the **Print** button.
   - **My Status**
     a. Click the **My Status** tab.
     b. Click the proposal number in the **Proposal Number** column.
     c. Select **Summary** tab.
     d. Click the **Print** button.
   - **My Work**
     a. Click the **My Work** tab.
     b. Select **Summary** tab.
     c. Click the **Print** button.

Update Personal Information in IPS

After accepting to be a part of your first panel, the following demographic information that you provided to the National Science Foundation (NSF) is stored in FastLane:
- Race
- Ethnicity
- Citizenship
- Gender
- Disability

You can update your personal information from IPS as follows:
1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays.
4. Locate the **Click to Work On** section.
5. Click **Interactive Panel System.**
6. Continue one of the following routes:
   - **Panel Status**
     a. Click the **Panel Status** tab.
     b. Click the proposal number in the **Proposal Number** column.
     c. Select **Name/Addr Info** from the **Other Functions** box. The PRS

        Reviewer's Information screen opens in another window.

    d. Complete the [PRS instructions for Changing Your Personal Information](#) to finish changes to your personal information from IPS.

- **My Status**

    a. Click the **My Status** tab.

    b. Click the proposal number in the **Proposal Number** column.

    c. Select **Name/Addr Info** from the **Other Functions** box. The PRS **Reviewer's Information** screen opens in another window.

    d. Complete the [PRS instructions for Changing Your Personal Information](#) to finish changes to your personal information from IPS.

- **My Work**

    a. Click the **My Work** tab.

    b. Select **Name/Addr Info** from the **Other Functions** box. The PRS **Reviewer's Information** screen opens in another window.

    c. Complete the [PRS instructions for Changing Your Personal Information](#) to finish changes to your personal information from IPS.

Interact with the Panel

The Interactive Panel System (IPS) is designed for real-time proposal reviewing. While logged in, you can be notified when another panelist has performed a action (e.g., posted a   comment) as follows:

1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays.
4. Locate the **Click to Work On** section.
5. Click **Interactive Panel System.**
6. Continue one of the following routes:
   - **Panel Status**
     a. Click the **Panel Status** tab.
     b. When the History box flashes, expand it to see a History of panelist actions.
   - **My Status**
     a. Click the **My Status** tab.
     b. When the **History** box flashes, expand it to see a History of panelist actions.
   - **My Work**
     a. Click the **My Work** tab.
     b. When the **History** box flashes, expand it to see a History of panelist actions.

Provide Feedback on IPS

You can provide the National Science Foundation (NSF) feedback on IPS as follows:

1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays.
4. Locate the **Click to Work On** section.
5. Click **Interactive Panel System.**
6. Continue one of the following routes:
   - **Panel Status**
     a. Click the **Panel Status** tab.
     b. Click the proposal number in the **Proposal Number** column.
     c. Select **General Comments** from the **Other Functions** box.
     d. Type your comments in the box.

   e. Select the **Yes** radio button.

   f. Click the **Save** button.

   g. Click the **OK** button from the confirmation box.

- **My Status**
  a. Click the **My Status** tab.
  b. Click the proposal number in the **Proposal Number** column.
  c. Select **General Comments** from the **Other Functions** box.
  d. Type your comments in the box.
  e. Select the **Yes** radio button.
  f. Click the **Save** button.
  g. Click the **OK** button from the confirmation box.
- **My Work**
  a. Click the **My Work** tab.
  b. Select **General Comments** from the **Other Functions** box.
  c. Type your comments in the box.
  d. Select the **Yes** radio button.
  e. Click the **Save** button.
  f. Click the **OK** button from the confirmation box.

Security and Privacy
NSF FastLane Security and Privacy

For the most up to date information about NSF's Security and Privacy policies and practices, please visit NSF's Privacy Policy page at www.nsf.gov/policies/privacy.jsp.

Use of NSF ID and Social Security Numbers

NSF ID

The NSF ID is a unique numerical identifier assigned to FastLane users by NSF. It is a random nine-digit number beginning with three zeroes.

The NSF ID will be used throughout FastLane as a login ID and identification verification.

Social Security Numbers (SSN)

SSN submission will only be requested where it is necessary for business purposes, e.g., financial reimbursement. SSN is solicited under NSF Act of 1950, as Amended.

In areas that do not require SSNs for a business need, FastLane customers will use their NSF ID, assigned to them by NSF in place of SSNs.

The SSN used by the FastLane System is not printed on any reports and is available through online screens only to FastLane users who have an established need to view the SSN.

FAQs

Interactive Panel System FAQs

What is the difference between the Lead Panelist and the Scribe?
The Scribe is appointed by the Program Officer (PO), as the person who prepares and submits the panel summary. The Lead Panelist is usually the panelist who introduces the proposal to the panel.

How do I enter a Panel Summary?
The Scribe enters the panel summary in the Interactive Panel System (IPS) on the **Summary** tab for the proposal.

How do I print a Panel Summary?
The Scribe can print panel summaries individually or in bulk from the Interactive Panel System (IPS) on the **Summary** tab for the proposal.

How do I view/approve a Panel Summary?
If the Scribe has made the summary either "Available for Comment" or "Available for Final Approval," any panelist can view the summary on the **Summary** tab for the proposal. At the bottom of the **Summary** tab is the "Approval Status" list that shows whose approval is required and whose approval has already been given. If you are required to approve the summary, and the Scribe has made the summary "Available for Final Approval," there will be an **Approve** button on the **Summary** tab.

How do I prepare reviews?
From the upper left corner of the **My Work** Screen, choose "Prepare Reviews" from the **Other Functions** box. When you click the **GO** button next to the list, the Panel Review System opens in a new window. Follow the Panel Review System's Preparing a Panel Review instructions.

How do I view the reviews of the other panelists?
The program office has multiple choices when setting up a panel for the interactive panel system. They can allow panelists (or just assigned panelists) to view the reviews of other panelists at 1) any time, 2) only after submitting their own review, or 3) not at all.
Depending on how the program office has set these rules, you may be able to see the reviews of other panelists on the **Reviews** tab.

How do I rank the proposals?
All panelists have read-only access to the panel recommendation screen by choosing 'Recommendation' from

the **Other Functions** box. If you have been authorized by the program office to provide recommendations for the panel, you will have access to drop-don lists in the 'Recommendation' and 'Ordering' fields. The available options in the 'Recommendation' drop-down list are set by the Program Officers (PO) and, therefore, can vary. The most common (default) options are: "Fund," "Fund if Possible," and "Do Not Fund." Your program officer will inform you of whether to use the 'Recommendations' and/or 'Ordering' field(s), and will provide guidance on the criteria you can use while making these panel rankings. See Preparing a Recommendation for instructions.

Why is the text format in the Panel Summary window inconsistent?
The Scribe's Panel Summary window formatting is different from that of the other Panelists because the Scribe is able to edit their page.   If the Scribe selects the "Print" button, the   window will be shown as read only, which will display a consistent format for all Panelists.

How can I refresh my Panel Summary window without being redirected to the Panel Status page?
Place the pointer over the Panel Summary window, right click, and then select 'Refresh' from the list of options. Selecting 'Refresh' at the top of the page will result in the main page refreshing, taking the user back to the IPS main page.

How can I copy and paste the Panel Summary from a Word document into the IPS Panel Summary window without my quotations marks converting to question marks?
Prior to copy and pasting from the Word document, make sure that the 'convert straight quotes to smart quotes' check-box in the 'AutoFormat' and 'AutoFormat As You Type' tabs in the Word options are unchecked. The user can also use the text editor or manually correct the characters.