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

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 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

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

See Accessing 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

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

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

<table>
<thead>
<tr>
<th>Application</th>
<th>Who</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interactive Panel System</td>
<td>Panel member</td>
<td>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.)</td>
</tr>
</tbody>
</table>
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).

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

Accessing Panelist Functions

<table>
<thead>
<tr>
<th>Role</th>
<th>What You Need for Access</th>
<th>Registration Required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Panelist</td>
<td>• Panel ID from NSF</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>• Password from NSF</td>
<td></td>
</tr>
</tbody>
</table>
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

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

NSF Merit Review Criteria for Proposals

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).
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
Proposed 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](image)

<table>
<thead>
<tr>
<th>Reviewer Information</th>
<th>Proposal Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
<td>Dr. John Doe</td>
</tr>
<tr>
<td><strong>Address</strong></td>
<td>Materials Science and Engineering \nClemson University \nCLEMSON, SC 296340001</td>
</tr>
<tr>
<td><strong>E-Mail</strong></td>
<td><a href="mailto:Jdoe@clemson.edu">Jdoe@clemson.edu</a></td>
</tr>
<tr>
<td><strong>Office Phone</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Proposal Number</strong></td>
<td>2028763</td>
</tr>
<tr>
<td><strong>Title</strong></td>
<td>TEST-RAISE PFU WITH PO</td>
</tr>
<tr>
<td><strong>Principal Investigator's Name</strong></td>
<td>Alan Alphamian</td>
</tr>
<tr>
<td><strong>Institution</strong></td>
<td>Michigan State University</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Demographic Information</th>
<th>Add/Update</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Race</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Ethnicity</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Citizenship</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Gender</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Disability</strong></td>
<td>N/A</td>
</tr>
</tbody>
</table>

Figure 3  Proposal Review screen, Reviewer and Proposal Information section  (upper portion of the screen).
Figure 4 **Merit Review Criteria section of the Proposal Review screen.**

<table>
<thead>
<tr>
<th>Merit Review Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Notice:</strong> 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.</td>
</tr>
</tbody>
</table>

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. Each criterion is to be given full consideration during the review and decision making processes; each criterion is necessary but not sufficient 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 these 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 collaboration) to carry out the proposed activities?

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

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.
**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.

**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 1994-0056. Public reporting burden for this collection of information is estimated to average 120 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information, including suggestions for reducing this burden, to:

Suzanne H. Plimp

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.
Log In to Proposal Review

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

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

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<tr>
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<td><strong>Title</strong>: TEST-RAISE PFU WITH PO</td>
</tr>
<tr>
<td><strong>Address</strong></td>
<td><strong>Principal Investigator's Name</strong>: Alan Alphaman</td>
</tr>
<tr>
<td>Materials Science and Engineering Clemson University CLEMSON, SC 296340001</td>
<td><strong>Institution</strong>: Michigan State University</td>
</tr>
<tr>
<td><strong>E-Mail</strong></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:Jdoe@clemson.edu">Jdoe@clemson.edu</a></td>
<td></td>
</tr>
<tr>
<td><strong>Office Phone</strong></td>
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<th>Demographic Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Race</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Ethnicity</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Citizenship</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Gender</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Disability</strong></td>
<td>N/A</td>
</tr>
</tbody>
</table>

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

Please provide 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 selection process, 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 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 questions 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 ample, exploratory, 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 collaboration) 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.
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).

![Proposition Review Functions:]

- Prepare Review
- View Proposal
- Download / Save Proposal

Notice: Effective January 2013, the National Science Foundation implemented revised merit review criteria. While these two merit review criteria are unchanged (Intellectual Merit and Broader Impacts), guidance has been provided to clarify and improve the functionality 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 collaboration) 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).
In the Work in Progress section (Figure 3), type your email address.
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.](image)

![Figure 7 Proposal Review Saved screen with a message that your proposal review has been saved.](image)

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.](image)

2. On the Proposal Review screen (Figure 1), click Proposal Review. The Merit Review Criteria screen displays (Figure 2).
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**.
Edit Your Information with NSF

1. Access the Proposal Review screen (Figure 1) (see Log In to Proposal Review).
2. On the Proposal Review screen (Figure 1), click the Edit button. The Reviewer’s Information screen displays (Figure 2).
Reviewer's Information

Title: Professor  Suffix:  (Jr., Sr., III)
Last Name: Gleeson
First Name: Brian  Middle Initial:
Please fill only 4 lines from the following 6 lines
Department Line 1: 
Department Line 2: 
Institution Line 3: 
Institution Line 4: 
Building Line 5: 
Street Line 6: 444 Wilson Boulevard

Please check a radio button and enter either a US address or a Foreign address

- US Address
- Foreign Address

If you have checked US Address radio button then enter the US address
US City: Arlington
US State: Virginia
Zip: 22222

If you have checked Foreign Address radio button then enter the foreign address
Foreign City/Code: 
Foreign Country: 
(Overseas - Please do not include your country code)
Office Phone: 222334444  (10 digits)  Extension: 
Department Phone:  (10 digits)  Extension: 
Fax Number  Home Phone:  
E-Mail: name@nsf.gov
URL Address: 

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.
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).
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](image1.png)

**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](image2.png)

**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](#)).

![Proposal Review Functions]

**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**
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.
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.
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).
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).*
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).

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:
FastLane Help

- Travel and Reimbursement System
- Meeting Sign-In
- Panel Review System
- Interactive Panel System

Panelist System Selection

<table>
<thead>
<tr>
<th>REVIEWER INFORMATION</th>
<th>PANEL INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Dr. Alan Alphaman</td>
</tr>
</tbody>
</table>
| Address | Chemistry  
Westminster College of Salt Lake  
City  
Salt Lake City, UT 841053617,  
USA |
| E-Mail | alphaman@westministercollege.edu |
| Office Phone | ext:0001 |
| 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 |

<table>
<thead>
<tr>
<th>DEMOGRAPHIC INFORMATION</th>
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</thead>
<tbody>
<tr>
<td>Race</td>
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<tr>
<td>Citizenship</td>
<td>N/A</td>
</tr>
<tr>
<td>Gender</td>
<td>N/A</td>
</tr>
<tr>
<td>Disability</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Figure 3 Panelist System Selection screen, Reviewer and Proposal Information section (upper portion of the screen).
<table>
<thead>
<tr>
<th>Proposal Evaluation Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
<tr>
<td><strong>What is the intellectual merit of the proposed activity?</strong></td>
</tr>
<tr>
<td>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?</td>
</tr>
<tr>
<td><strong>What are the broader impacts of the proposed activity?</strong></td>
</tr>
<tr>
<td>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?</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Your Obligation To Keep Proposals Confidential</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

Figure 6 Your Obligation to Keep Proposals Confidential 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).
Changing Your Password

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

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).

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

   NOTE: Password length must be between 6 and 20 characters.
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](http://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).
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 System

#### 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).

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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).
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).
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](#).

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:
FastLane Help

- 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).

![Travel and Reimbursement screen. Orientation video button is circled.](image1)

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).

![Start the video by clicking the arrow/play button.](image2)
4. Enter your First name, Last name, and Email address in the boxes provided and click the Submit button to start watching the video.

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).

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 organization?
   - Will you be traveling to this meeting via commercial air or rail?
     \textbf{Note:} You must arrange your commercial air or rail ticket through the NSF’s travel agent.
   - Americans with Disabilities Act
     \begin{enumerate}
     \item Will you require an interpreter, software to assist the visually impaired, or another modification at the meeting location?
     \item 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.
     \textbf{Note:} the above questions apply only to individuals with qualified disabilities.
   \end{enumerate}

9. Select the \textbf{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 through 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 screen](image)

**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.”
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).

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**
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).

![Reviewer Address History page](image)

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.
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).
2. In the Full Legal Name section of 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).

   - **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 redisplay (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).
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 redisplay (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 2 Personal Contact Information Confirmation screen.](image)

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.

![Figure 3 Personal Contact Information Results screen. The OK button is circled.](image)

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**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**).
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).
FastLane Help

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 redisplay (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

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

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:
  
  o 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.

  o Mileage reimbursement is limited to the rates established by the General Services Administration. (See [http://www.gsa.gov/](http://www.gsa.gov/) for the current mileage rates.)

  o The total amount of the reimbursement for POV expenses does not exceed the cost of the airfare on a Government contract air carrier.

  o 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.](image)

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 2: Panelist Functions screen. The Log In section is circled.](image)
4. Select Travel and Reimbursement (Figure 3). The Travel and Reimbursement Main screen displays (Figure 4).

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

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 **Allow Submit Expenses**).

   ![Submit Expenses screen](Image)
   
   **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).

   ![Personally Owned Vehicle (POV) Mileage screen](Image)
   
   **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.

   ![Success: Your expenses have been submitted to NSF](Image)
   
   **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).
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.](image)

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 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).
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).

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

**Meeting Sign-In**

**Complete Daily Meeting Sign-in**

1. Access the **Panelist Functions** Main Page.

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

![Meeting Sign-in Screen](image)

**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.
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.
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:
- View a proposal
- 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](http://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. 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.

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).

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

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).
Prepare a Panel Review

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

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.
5. Click Panel Review System (Figure 1).
6. Click the Prepare Review tab if 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 Prepare Review button (Figure 2). The Panel Review screen displays.
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.
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 evalutive 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).
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 on the NSF form.

**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](http://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 if 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).
9. Click the Continue button (Figure 3). The Panel Review screen displays (Figure 4).

---

**Warning Message**

To modify and resubmit the currently submitted review, press the Continue button

Continue  Go Back

---

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).

Receipt of Panel Review

Your panel review for proposal number 1000001 has been received at NSF on Mond 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: <email>.

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](http://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 if 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.

![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
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.

![Figure 1 Panel Status screen.](image)

- **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.

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
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.

- **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 1  Panel Status screen.
Figure 2  My Status screen.

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

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
**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

***IPS Functions***

Figure 1  My Work screen layout.
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**
FastLane Help

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](http://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:
FastLane Help

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.
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.
FastLane Help

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.
     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.
     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](http://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](http://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-down 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.