# INSTRUCTIONS FOR INTERACTIVE PANEL SYSTEM (IPS)

INSTRUCTIONS FOR DAY OF PANEL

On the day of the panel, panelists use IPS to access reviews and proposals as well as write, edit, comment on, and approve panel summaries. To access IPS, go to the Research.gov homepage at www.research.gov, click the FastLane Panelist Functions link, and follow the instructions below.

1 From the Research.gov homepage, click on the FastLane "Panelist Functions" link to be navigated to the "Panelist Functions" page.
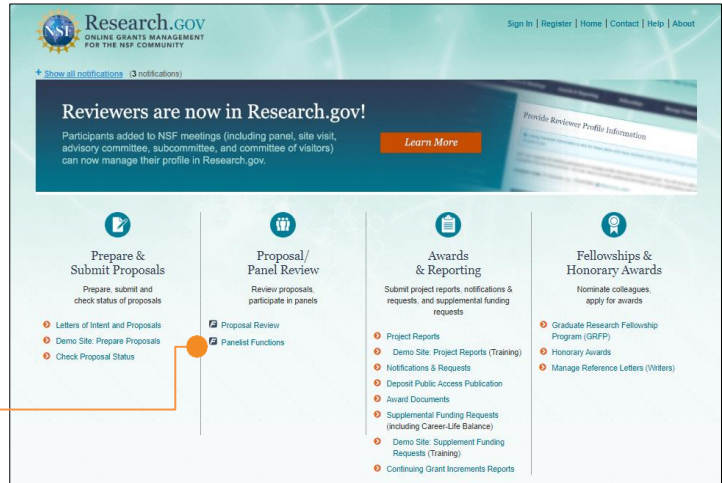
FastLane Panelist Functions link

2 Log into the system using the Panel ID and the password that you created for this meeting when you logged in to register for the meeting.

Panel ID and Password.

Note: If you lose or forget your password, you can contact your program office to request another temporary password be sent to you via email.

3 After you've logged in, you will be directed to a page titled Panelist System Selection. Scroll down to the "Click to work on" menu at the bottom of the page.
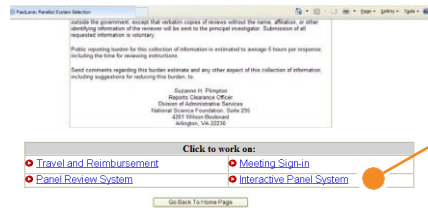
Select Interactive Panel System from the menu.

4 Verify that you can see the Panel Status Work Space for your panel. When the meeting begins, your program officer or staff will provide a walk-through of the IPS system and the features that you will be using during your panel/meeting. If you are not able to access this page or encounter other technical problems, please contact the NSF IT Service Desk at fastlane@nsf.gov or (800) 673-6188.

Panel Status Work Space.