

INSTRUCTIONS FOR MEETING SIGN-IN



NSF Federal Advisory Committee Act (FACA) meeting participants are required to sign in and record their meeting attendance daily in FastLane Meeting Sign-in. You must have completed the one-time process to provide reviewer profile information to sign into the meeting. View the [Provide Reviewer Profile Information](#) video and refer to the [Research.gov Account Management Reviewer](#) page for more information. You will need the Panel/Meeting ID and password that you received from NSF. If you lose or forget your password, please contact your program office to request another temporary password be sent to you via email. To access Meeting Sign-in, go to the Research.gov homepage at www.research.gov, click the FastLane Panelist Functions link, and then 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 In the Log In section on the Panelist Functions screen, do the following:

In the Panel ID box, type the Panel/Meeting ID that you received from NSF.

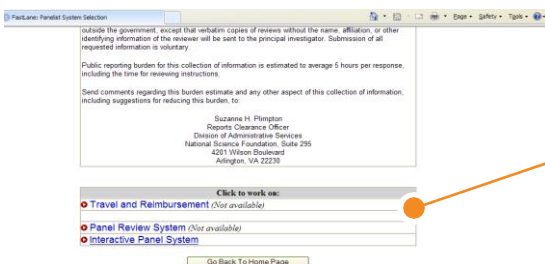
In the Panelist Last Name box, type your last name.

In the Password box, type your password.

Select the Login button.

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 menu at the bottom of the page.



Select Meeting Sign-In from the menu.

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4 Review your Reimbursement Profile and complete the sign-in process.

The screenshot shows the 'Meeting Sign-in' page in the FastLane system. The page is titled 'Meeting Sign-in' and includes a 'Hello Please sign-in' banner. A 'Reimbursement Profile' section is highlighted with a callout for Step 1. Below this, there are sections for 'Transportation' and 'Meeting Attendance'. The 'Transportation' section has two parts: 'How did you travel to the meeting?' and 'How will you return from the meeting?'. The 'Meeting Attendance' section has a table with columns for 'MEETING DATE' and 'ATTENDANCE TYPE'. A 'Sign-in' button is located at the bottom of the form, with a callout for Step 5. A callout for Step 3 points to a link in the 'Reimbursement Profile' section. Callouts for Step 2 and Step 4 point to the 'Sign-in' button area.

1. Review your Reimbursement Profile.

The Meeting Sign-in screen will display your current registration status as well as the type of reimbursement for which you are eligible. This status was determined when you registered for the meeting in FastLane. For more information on the meaning of a term, click on the corresponding hyperlink.

2. If your reimbursement profile is incorrect, click the link to update your answers to the registration questions.

3. Select your mode of transportation to and from the meeting.

4. Select your Attendance Type for the current day.

5. Click Sign-in, to complete the meeting process for that day.

6. The system will display a confirmation message. Click the link in the confirmation message to return to the FastLane Panelist Functions Homepage.