INSTRUCTIONS FOR THE PANEL REVIEW SYSTEM

All panelists must prepare their reviews in the FastLane Panel Review System except for panelists participating in testing panels for NSF's new Proposal Evaluation System in Research.gov that will be launched later in FY24. To access the **Panel Review System**, 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. 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 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.

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.

Select the **Login** button.

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 **Panel Review System** from the menu.

4 The system will direct you to the workspace for your panel where you will notice a series of tabs labeled Prepare Review, View/Download Proposal, Proposal Print Request, and Proposals on CD Request.

To view or download a proposal, click on the View/Download Proposal tab, if it is not already selected. The Panel Review screen displays on the View/Download Proposal tab.

| Prepare Review | View/Download Proposal | Proposal Print Request | Proposals on CD Request |

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

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

Total Proposals: 44

| View Proposal | Download/Save Proposal | Select All |

On the View/Download Proposal tab, select the proposal you want to look at by clicking the name.

You can view the proposal in one of the two following ways:
· Online by clicking the View Proposal button. The proposal will open in the browser.
· Off-line by clicking the Download/Save button.

Please note that all proposals submitted to NSF are confidential. You must not share proposals or disclose any information about proposal submissions that you have access to via the Panel Review System. Be sure to review this information in a private location where only you have access and lock your system to prevent others from gaining access should you step away.

5   To Prepare a Review:

Click on the Prepare Review tab, if it is not already selected.

- Select the proposal from the list of proposals that you need to prepare a review for.
- Click on the Prepare Review button. The Panel Review screen displays.

6 On the Panel Review screen:

1. If you would like a copy of your review emailed to you, check the "Please check this box if you want to receive an email copy of your review" box from the Work in Progress.

2. In the Rating section, you will:
   - Indicate whether you intend to rate the proposal.
   - Select your rating from the Overall Rating section if you selected "I am rating this proposal" from the Rating section.

3. In the Overall Rating section:
   - In the first text box of the Overall Rating section, in the context of the five review elements, type your evaluation with respect to intellectual merit.
   - In the second text box of the Overall Rating section, in the context of the five review elements, type your evaluation with respect to broader impacts.
   - In the third text box of the Overall Rating section, type your evaluation of the proposal with respect to any additional solicitation-specific review criteria, if applicable.
   - Type an evaluative summary in the Summary Statement box. The summary should describe your overall assessment of the proposal based on the review criteria.
   - Type any suggestions in the Other Suggested Reviewers box.
   - Identify any conflict you may have in reviewing the proposal in the Conflicts of Interest text box.
   - To save your work without submitting the review, click the Save Review button or Go Back to cancel your changes.
   - When you have completed your review, click the Submit Review button to submit the review. The Receipt of Panel Review screen will display.

7 On the Receipt of Panel Review screen:

Receipt of Panel Review

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

Your Obligation To Keep Proposals Confidential

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

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

[Return]
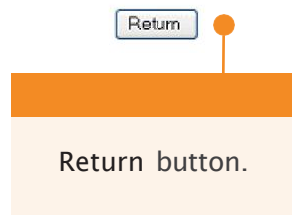
Return button.

Click on the Return button to return to the Panel Review workspace.

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

---

8 For full instructions for using the Panel Review System to easily complete panel meeting tasks, go FastLane Help at
https://resources.research.gov/common/attachment/Desktop/FastLane_Help.pdf#welcome_to_the_fastlane_help_system.htm and select Proposal Review from the interactive table of contents.

In addition to the instructions covered in this tip sheet, the FastLane User Guide includes:
· Editing and Resubmitting a Review

---

9 If you are not able to access the system or encounter other technical problems, contact the NSF IT Service Desk: 1-800-673-6188.

Note: If you lose or forget your password, you can contact your program office to request that another temporary password be sent to you via e-mail. For help with technical issues, contact the NSF IT Service Desk at 1-800-673-6188.