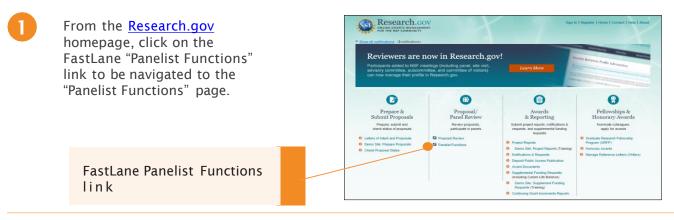
## FASTLANE TRAVEL AND REIMBURSEMENT SYSTEM



All panelists and Federal Advisory Committee Act (FACA) meeting participants must complete a one-time process to provide reviewer profile information and register for their meeting in the FastLane Travel and Reimbursement system prior to the meeting. Follow the instructions in the email sent to you by program staff to initiate the reviewer registration process. View the <u>Provide Reviewer Profile Information</u> video and refer to the <u>Research.gov Account Management Reviewer</u> page for more information. To access the Travel and Reimbursement 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 <u>www.research.gov</u>, click the FastLane Panelist Functions link, and follow the instructions below. View the Tips for Reviewers video for additional guidance: <u>https://tipsforreviewers.nsf.gov</u>.



In the Log In section on the Panelist Functions screen, do the following:





## FASTLANE TRAVEL AND REIMBURSEMENT SYSTEM



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 Travel and Reimbursement from the menu.

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	National Science Fou 4201 Witson Arlington, V.	trative Services indation, Suite 295 Boulevard			_
• Travel and Reimburse		Meeting Si	an in		
Panel Review System		<ul> <li>Interactive</li> </ul>		tom	_

You will be directed to a page titled Travel and Reimbursement | MAIN.

There are two steps to the meeting registration process. In Step 1, you will answer the Participant Registration Questions. In Step 2, you will verify your personal banking information and provide travel details, if applicable.

**Note:** NSF has created a Reviewer Orientation Briefing video to assist you in completing the proposal review process. Click on this button to view this video first if you have not viewed it in the past 12 months. Otherwise, skip to Step 1 of the registration process. Click on the link labeled Step 1 "Participant Registration Questions."



After clicking on the link for Step 1, you will be directed to the Participant Registration Questions where you will complete the Participant Registration questionnaire. Please answer all questions truthfully and certify by clicking on Continue. In Step 2, in the screens that follow, if applicable, you will be asked to verify your Social Security Number and provide personal contact information and banking information. This information is required so that NSF may process your reimbursement/compensation.

Panelist Functions: Hore: *			Lo
vel and Reimbursement (Mark			
	Participant Registration Questions		
o begin the process, select YES or NO to answer the questions at right.	Participant Name: Holidy		
articipants who do not have an account with a US Financial Institution will not be iminarial allerthermatik.	Do you have a U.S. Rodal Security number?	· ves	
which and the second second second to provide backing information or they will	2. Are you a U.S. Federal Government Brokever?	O yes	. 80
effoqueds who live in the US are required to provide backong information or they will it be paid.	Definition of Indexel Perticipant		
(f) on here a senting, dapper sentent is definition.	3. Are you a local periopeet?	O yes	# no
	Definition of Local Perturnent		
	4. Are you a Virtual Participant?	· ves	O ND
	Definition of initial Participers		
	5. Are you a U.S. chizen or a permanent resident (green card holder)?	O yes	* NO
	Is your harne address located in the United States?	. 105	0 80
	<ol> <li>Do you have an account with a U.S. Financial Institution?</li> </ol>	IN YES	O NO
	Definition of U.S. Breanded Institution		
	B. We say be traveling to this meeting via commercial air or rall?	O yes	* NO
	Note: You must errange your commercial air or rail fiduit through the NSF's travel agent.  A works are with Disabilities Act		1
	A. Will you require an interpreter, software to assist the visually impained, or another madification at the meeting location? B. Do you have a medical condition that requires airfare other than a standard couch seat (e.g. first class, bulkhead, or other special accommodation) or ground transportation other than	O yes	NO
	is. Up you have a medical constraint marking one than a balanced coast read (e.g., that clear, but have, or other special accomposition) or growth threepotation other than bas? Your request will be precessed by VER's Office of Christian (ODC) 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 when ODC.	10000	
	Note: the above questions apply only to individuals with qualified disabilities.		
	Bies.Information		
	Contribution: by advance by advance to be the backbox. I bendy carify that I am NOT a <u>Followity Restance Laborator</u> is been described by my analyzer, or I have been described by my analyzer, or I have been described by the part of three consecutive guarters.		en beert de-
	By dicking Cartinue, I hereby certify that I have answered all the guesticos above truthfully to the best of my knowledge.	Continue	Cancel

Select the Continue button and follow the system prompts to complete Step 2, if applicable.

**Note:** For more detailed instructions about registering using FastLane Travel and Reimbursement, go to FastLane Help at <a href="https://resources.research.gov/common/attachment/D">https://resources.research.gov/common/attachment/D</a> <a href="https://estLane\_Help.pdf#welcome\_to\_the\_fastLane\_hel">esktop/FastLane\_Help.pdf#welcome\_to\_the\_fastLane\_hel</a> <a href="https://estLane\_hel">p\_system.htm</a> and select Travel and Reimbursement from the interactive table of contents.