

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 [Provide Reviewer Profile Information](#) video and refer to the [Research.gov Account Management Reviewer](#) 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 www.research.gov, click the FastLane Panelist Functions link, and follow the instructions below. View the Tips for Reviewers video for additional guidance: <https://tipsforreviewers.nsf.gov>.

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:



Panelist Log In functionality

Log In

If you are using a screen reader please check this box to disable the automatic refresh function:

Panel ID:

Panelist Last Name:
[Privacy Act](#) (Admin. Users: Use your User ID)

Password:
(Admin. Users: Use your Password)

[Forgot Password?](#)

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.

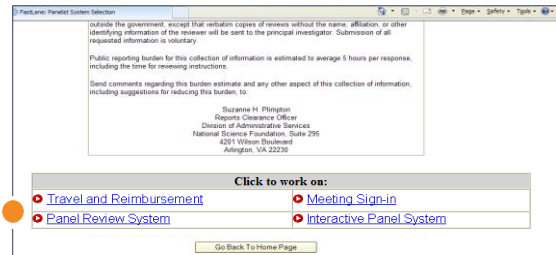
Select the Login button.

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.

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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.

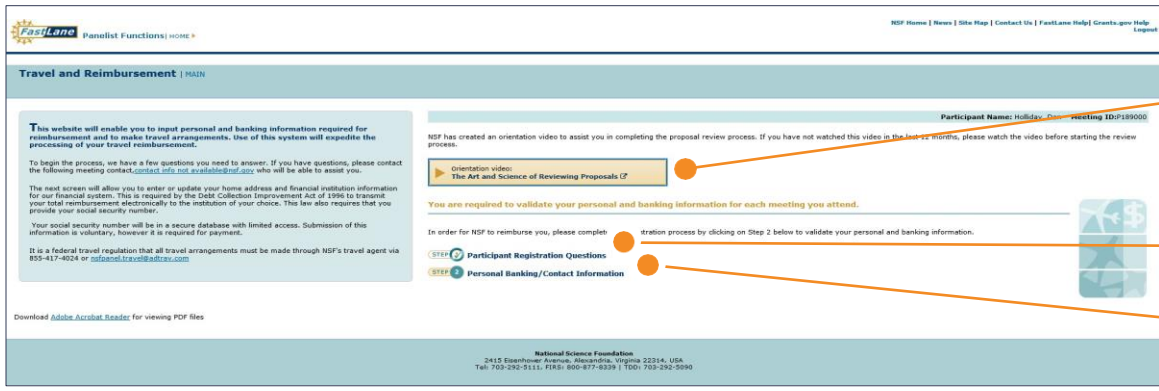


Select Travel and Reimbursement from the menu.

4 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."

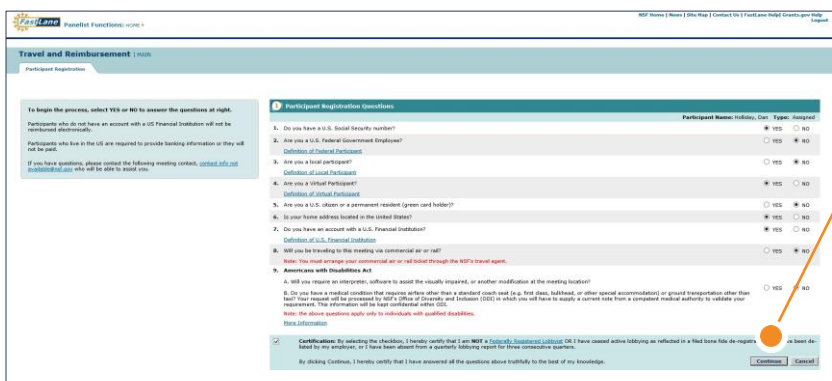


Reviewer Orientation Briefing video Button

Step 1

Step 2 (if applicable)

5 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.



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 https://resources.research.gov/common/attachment/Desktop/FastLane_Help.pdf#welcome_to_the_fastlane_help_system.htm and select Travel and Reimbursement from the interactive table of contents.