



H E L P D O C U M E N T A T I O N

FastLane Help System

Panel Review System

Table Of Contents

Panel Review System.....	1
Panel Review System Introduction.....	1
View a Proposal in the Panel Review System	2
Prepare a Panel Review.....	4
Resubmit/Edit a Panel Review.....	7
Retrieve a Saved Panel Review	11
Index	13

Panel Review System

Panel Review System Introduction

Panelists can do the following in the Panel Review System:

- View a proposal
- Download a proposal
- Create a panel review draft
- Submit a panel review
- Edit a submitted panel review

View a Proposal in the Panel Review System

To view a proposal in PRS, do the following:

1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays (Figure 1).



Figure 1 Panel Review System link at the bottom of the Panelist System Selection screen.

4. At the bottom of the Panelist System Selection screen, click **Panel Review System** (Figure 1). The Panel Review screen displays (Figure 2).

Panel Review

Click on the Prepare Review tab to prepare/submit reviews, the View/Download tab to view/download proposals, or the Request Printed Proposal tab to request that a printed copy of the proposals be mailed to you.

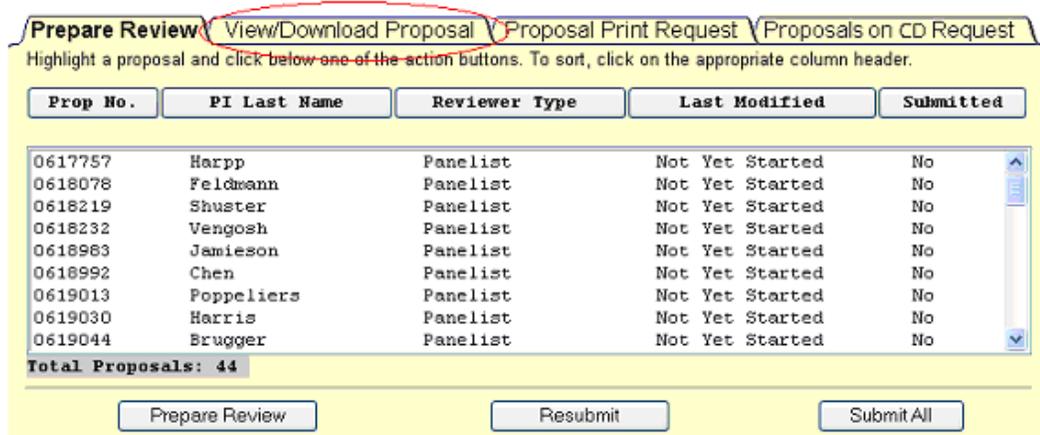


Figure 2 Panel Review screen. The View/Download Proposal tab is circled.

5. Click the **View/Download Proposal** tab (Figure 2) if it is not already selected. The **Panel Review** screen displays on the **View/Download Proposal** tab (Figure 3).

Panel Review

Click on the Prepare Review tab to prepare/submit reviews, the View/Download tab to view/download proposals, or the Request Printed Proposal tab to request that a printed copy of the proposals be mailed to you.

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

Figure 3 Panel Review screen on the View/Download Proposal tab.

5. Select the proposal you want to look at by clicking the name.
6. View the proposal in one of the two following ways:
 - Online by clicking the **View Proposal** button (Figure 2). The proposal opens in the browser.
 - Off-line by clicking the **Download/Save** button (Figure 2).

Related Topics:

Proposal Review

Prepare a Panel Review

After reviewing the proposal, prepare a Panel Review as follows, keeping in mind the review guidelines:

1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays (Figure 1).
4. Locate the **Click to Work On** section at the bottom of the **Panelist System Selection** screen. (Figure 1).
5. Click **Panel Review System** (Figure 1).



Figure 1 Panel Review System link at the bottom of the Panelist System Selection screen.

6. Click the **Prepare Review** tab if it is not already selected.
7. Select the proposal from the list of proposals that you want to prepare a review for.
8. Click the **Prepare Review** button (Figure 2). The **Panel Review** screen displays.

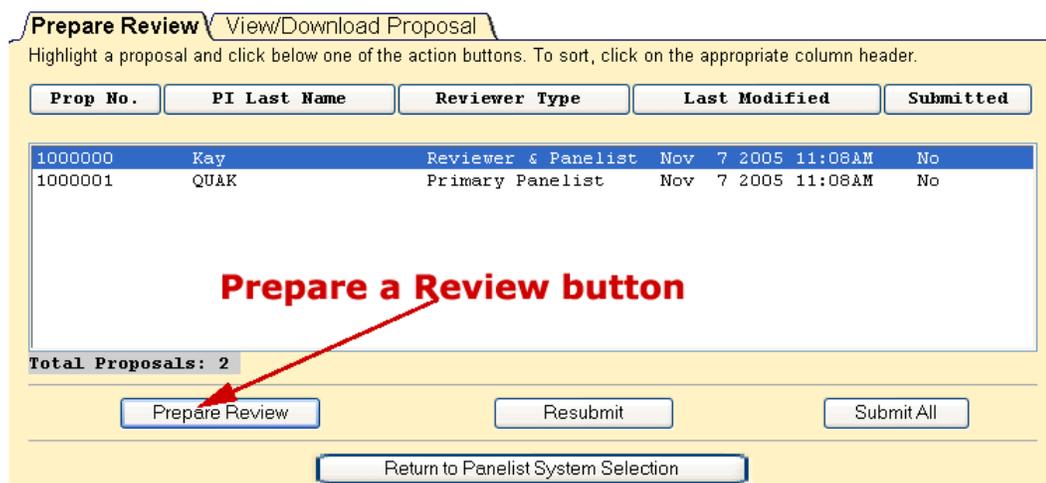


Figure 2 Prepare Review button on the Panelist System Selection screen.

9. (Optional) Check the **Please check this box if you want to receive an email copy of your review** box (Figure 3) from the **Work in Progress** section if you want a copy of your review emailed to you.

Panel Review

National Science Foundation (NSF) seeks to support the most meritorious research whether basic or applied, to meet its statutory responsibilities. Reviews play a key role in the NSF's evaluation of research proposals. Please provide **both** written comments as well as summary rating on this Proposal, using the [Proposal Evaluation Criteria](#). Please also see [Conflicts of Interest](#), [Confidentiality of Proposals and Peer Reviews](#), and [Privacy Act and Public Burden Statements](#).

Work in Progress

Information on Proposal Number: 1000000

Principal Investigator's Name: Ken Kay
Institution: Test Both Institution For DIS Use Only
Title: Does this title come out on a letter???

Check to get an email copy of your review

Please provide your e-mail address. So, cognizant NSF Program Officer can contact you regarding any questions he/she might have about your review.

dh@nsf.gov

Please check this box if you want to receive an e-mail copy of your review.

Note: As with any form of electronic communication, NSF cannot guarantee privacy of the e-mail message during its transmission.

Rating Section

- I am declining to review this proposal.
- I am giving this proposal no rating.
- I am rating this proposal (Please check rating below).

Overall Rating

- Excellent** Outstanding proposal in all respects; deserves highest priority for support.
- Very Good** High quality proposal in nearly all respects; should be supported if at all possible.
- Good** A quality proposal, worthy of support.
- Fair** Proposal lacking in one or more critical aspects; key issues need to be addressed.
- Poor** Proposal has serious deficiencies.

What is the intellectual merit of the proposed activity?

What are the broader impacts of the proposed activity?

Summary Statement

Other Suggested Reviewers (Optional, Max. Characters: 480):

Click to submit your review

Conflict of Interests

If you have an affiliation or financial connection with the institution or the person submitting this proposal that might be construed as creating conflicts of interest, please describe those affiliations or interests in the box below. Regardless of any such affiliations or interests, we would like to have your review unless you believe you cannot be objective. If you do not describe conflicts of interest in the box below we shall assume that you have no conflicting affiliations or interests.

Conflicts of Interest Text (Optional)

Click to save your review

Submit Review Save Review Go Back

Figure 3 Panel Review screen.

10. Indicate in the **Rating** section whether you intend to rate the proposal (Figure 3).
11. Select your rating from the **Overall Rating** section if you selected **I am rating this proposal** from the **Rating** section (Figure 3).
12. Type the proposal's intellectual merits in the **What is the intellectual merit of the proposed activity?** box (Figure 3). (See the *Grant Proposal Guide (GPG)*, Chapter III for more information.)
13. Type the proposal's impact in the **What are the broader impacts of the proposed activity?** box (Figure 3). (See the *Grant Proposal Guide (GPG)*, Chapter III for more information.)
14. Type a summary in the **Summary Statement** box (Figure 3).
15. Type any suggestions in the **Other Suggested Reviewers** box (Figure 3).
16. Identify any conflicts of interest you may have in reviewing the proposal in the **Conflicts of Interest Text** box (Figure 3). (See the *Grant Proposal Guide (GPG)*, Exhibit II-5 for more information.)
17. Click the **Submit Review** button to submit the review (Figure 3). The **Receipt of Panel Review** screen displays (Figure 4). Or, click the **Save Review** button to save your work without submitting the review (Figure 3). Or, click **Go Back** to cancel your changes (Figure 3).

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

18. Click the **Return** button on the **Receipt of Panel Review** screen (Figure 4).

Panel Review

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

Figure 4 Receipt of Panel Review screen.

Resubmit/Edit a Panel Review

To edit a previously submitted Panel Review, do the following, if before the cutoff date:

1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays (Figure 1).
4. Locate the **Click to Work On** section (Figure 1).
5. Click **Panel Review System** (Figure 1).



Figure 1 Panel Review System link at the bottom of the Panelist System Selection screen.

6. Click the **Prepare Review** tab if it is not already selected.
7. Select the proposal from the list of proposals that you want to prepare a review for.
8. Click the **Resubmit** button (Figure 2). The **Warning Message** screen displays (Figure 3).

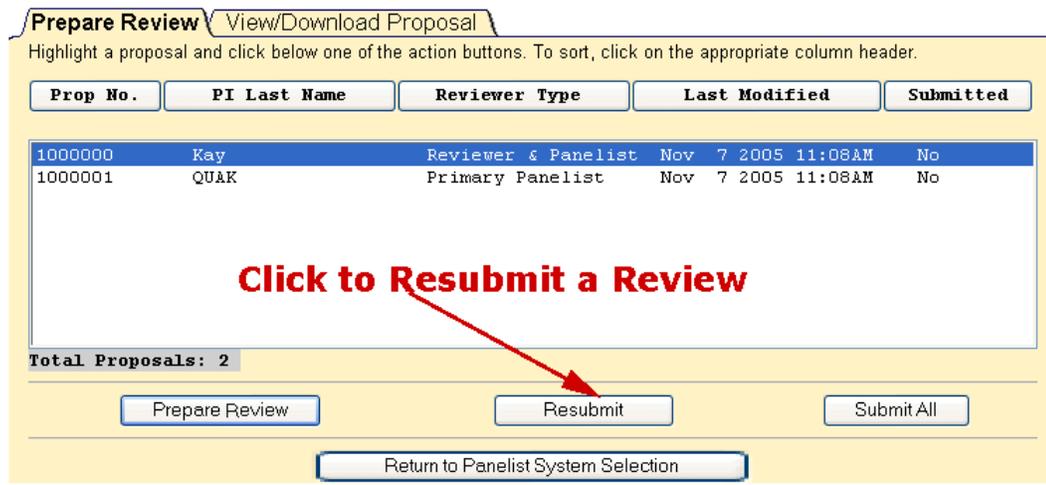


Figure 2 Resubmit Review button on the Prepare Review tabbed page.

9. Click the **Continue** button (Figure 3). The **Panel Review** screen displays (Figure 4).

Warning Message

To modify and resubmit the currently submitted review, press the Continue button

Figure 3 Warning message screen with message for continuing your review.

10. Make your changes on the **Panel Review** screen (Figure 4).
11. Click the **ReSubmit Review** button (Figure 4). The **Receipt of Panel Review** screen displays.

Panel Review

National Science Foundation (NSF) seeks to support the most meritorious research whether basic or applied, to meet its statutory responsibilities. Reviews play a key role in the NSF's evaluation of research proposals. Please provide **both** written comments as well as summary rating on this Proposal, using the [Proposal Evaluation Criteria](#). Please also see [Conflicts of Interest](#), [Confidentiality of Proposals and Peer Reviews](#), and [Privacy Act and Public Burden Statements](#).

Work in Progress

Information on Proposal Number: 1000001

Principal Investigator's Name: **Edward QUAK**
Institution: **Test Both Institution For DIS Use Only**
Title: **This is a test**

Please provide your e-mail address. So, cognizant NSF Program Officer can contact you regarding any questions he/she might have about your review.

Please check this box if you want to receive an e-mail copy of your review.

Note: As with any form of electronic communication, NSF cannot guarantee privacy of the e-mail message during its transmission.

Rating Section

- I am declining to review this proposal.
- I am giving this proposal no rating.
- I am rating this proposal (Please check rating below).

Overall Rating

- Excellent** Outstanding proposal in all respects; deserves highest priority for support.
- Very Good** High quality proposal in nearly all respects; should be supported if at all possible.
- Good** A quality proposal, worthy of support.
- Fair** Proposal lacking in one or more critical aspects; key issues need to be addressed.
- Poor** Proposal has serious deficiencies.

What is the intellectual merit of the proposed activity?

What are the broader impacts of the proposed activity?

Summary Statement

Other Suggested Reviewers (Optional, Max. Characters: 480):

Resubmit Review

Conflict of Interests

If you have an affiliation or financial connection with the institution or the person submitting this proposal that might be construed as creating conflicts of interest, please describe those affiliations or interests in the box below. Regardless of any such affiliations or interests, we would like to have your review unless you believe you cannot be objective. If you do not describe conflicts of interest in the box below we shall assume that you have no conflicting affiliations or interests.

Conflicts of Interest Text (Optional)

Resubmit Review

Go Back

Figure 4 Resubmit Review button on the Panel Review screen.

12. Click the **ReSubmit Review** button (Figure 4). The **Receipt of Panel Review** screen displays.
13. Click the **Return** button (Figure 5).

Panel Review

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**.

Figure 5 Receipt of Panel Review screen.

Retrieve a Saved Panel Review

If you have prepared and saved a Panel Review but not submitted it, you retrieve the review for further editing or submission as follows:

1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays (Figure 1).
4. Locate the **Click to Work On** section (Figure 1).
5. Click **Panel Review System** (Figure 1).



Figure 1 Panel Review System link at the bottom of the Panelist System Selection screen.

6. Click the **Prepare Review** tab if it is not already selected.
7. Select the proposal from the list of proposals that you prepared a review for.
8. Click the **Prepare Review** button (Figure 2). The saved review displays.

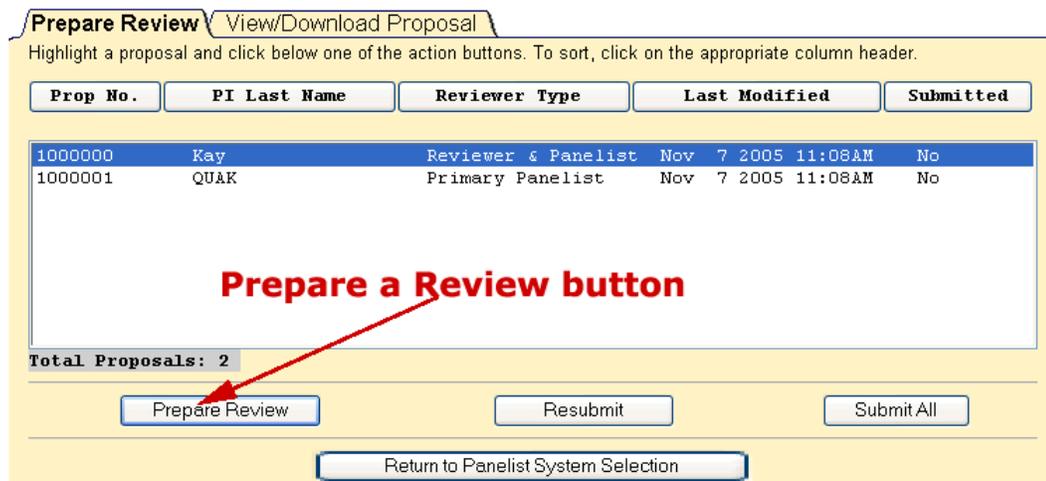


Figure 2 Prepare Review button on the Prepare Review tabbed page.

Index

A	
Access	2, 4, 8, 13
Activities	4
After	4
B	
Bottom	2, 4, 8, 13
Broader	4
Browser	2, 4, 8, 13
C	
Cancel	4
Go Back	4
Changes	4, 8
Chapter III	4
Check	4
Click	2, 4, 8, 13
Download/Save button	2
Locate	2, 4, 8, 13
Complete	4
Conflicts	4
Continue	8
Continue button	8
Copy	4
D	
Date	8
displays	2, 4, 8, 13
Download/Save	2
Download/Save button	2
clicking	2
E	
Edit	8, 13
Email	4
Exhibit II-5	4
F	
FastLane	2, 4, 8, 13
Figures	2, 4, 8, 13
Forms	4
From	4, 8, 13
Functions	2, 4, 8, 13
G	
Go Back	4
cancel	4
I	
identify	4
If	2, 4, 8, 13
Impact	4
In	1, 2, 4
In Progress	4
Indicate	4
Information	2, 4, 8, 13
Initial	2, 4, 8, 13
Intellectual Merit	4
Interest	4
Is	2, 4, 8, 13
L	
Link	2, 4, 8, 13
List	4, 8, 13
Locate	2, 4, 8, 13
Log In	2, 4, 8, 13
M	
make	8
Make Your	8
Merit	4
Message	8
N	
Name	2
NOTE	4
O	
Online	2
Open	2
Other	4
Other Suggested Reviewers	4
Overall	4
Overall Rating	4
P	
Page	2, 8, 13
panel	1, 2, 4, 8, 13
panel functions	1
Panel Review System Overview	1
panelist functions	1, 2, 4, 8, 13
Panelist System Selection	2, 4, 8, 13
Panelists	1, 2, 4, 8, 13
Please check	4
PO	2, 4, 8, 13
Point	2, 4, 8, 13
Prepare	4, 8, 13
Prepare Review	4, 8, 13
Prepare Review button	4, 13
Program Officer	2, 4, 8, 13
programs	2, 4, 8, 13
Progress	4
Proposals	2, 4, 8, 13
Proposed	4
Proposed Activity	4
PRS	1, 2
R	
Rate	4
Rating Section	4
Receipt	4, 8
Receive	4
Related Topics	2
Resubmit	8
Resubmit button	8

ReSubmit Review button	8	Summary.....	4
Resubmit/Edit.....	8	Type.....	4
Return.....	4, 8	Summary Statement	4
Review Button	4, 8, 13	T	
review emailed	4	Text	4
Review Revisions	8	Text Box.....	4
Review Screen.....	2, 4, 8	This Proposal.....	4
Review System.....	1, 2, 4, 8, 13	type	4
Review System Introduction	1	summary	4
Review System Link	2, 4, 8, 13	V	
Reviewer	4	View.....	2
Reviews.....	1, 2, 4, 8, 13	View All	2
S		View Proposal	2
Save	4, 13	View/Download Proposal	2
Save Your Work	4	View/Download Proposal Tabbed Page	
Screen	2, 4, 8, 13	2
Section.....	2, 4, 8, 13	W	
see	4	Warning Message.....	8
Select.....	2, 4, 8, 13	What.....	4
Select All	2	What Are	4
Select All button	2	What Is	4
Submission	13	Work.....	2, 4, 8, 13
Submit	4, 8, 13	Work On	2, 4, 8, 13
Suggested	4	Work On section	2, 4, 8, 13