FastLane Help System
Panel Review System
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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).

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

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.

![Panel Review System]

**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).

<table>
<thead>
<tr>
<th>Click to work on:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel and Reimbursement</td>
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<td>Interactive Panel System</td>
</tr>
</tbody>
</table>

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.

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 Statement.

Work in Progress

Information on Proposal Number: 1000000
Principal Investigator's Name: Ken Kay
Institution: Test Bath Institute For DIS Use Only
Title: Does the title come out on a letter??

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

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 the 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):

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 submit your review

Click to save your review
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).

**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 reviews 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 sure to destroy the proposal.

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

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).

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**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).

<table>
<thead>
<tr>
<th>Prop No.</th>
<th>PI Last Name</th>
<th>Reviewer &amp; Panelist</th>
<th>Last Modified</th>
<th>Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000000</td>
<td>QMNR</td>
<td>Primary Panelist</td>
<td>Nov 7, 2005, 11:08 AM</td>
<td>No</td>
</tr>
<tr>
<td>1000001</td>
<td>QMNR</td>
<td>Primary Panelist</td>
<td>Nov 7, 2005, 11:08 AM</td>
<td>No</td>
</tr>
</tbody>
</table>

**Click to Resubmit a Review**

**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.

Continue  Go Back

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, Confidence of Proposers 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.
☐ Check 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.

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Conflicts of Interest Text (Optional)

Resubmit Review
12. Click the **Resubmit Review** button (Figure 4). The **Receipt of Panel Review** screen displays.

13. Click the **Return** button (Figure 5).
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.