

INSTRUCTIONS FOR THE PANEL REVIEW SYSTEM



All panelists must prepare their reviews in the FastLane Panel Review System. To access the **Panel Review System**, go to the FastLane home page at <https://www.fastlane.nsf.gov/>.

- 1 From the FastLane home page, click on the “**Panelist Functions**” tab.



FastLane is an interactive real-time system used to conduct NSF business over the Internet. FastLane is for official NSF use only. [More About FastLane...](#)

FastLane User Support

(7 AM to 9 PM Eastern Time • M-F)
1-800-673-6188
FastLane Availability (recording):
1-800-437-7408

Proposals, Awards and Status | Proposal Review | **Panelist Functions** | Research Administration | Financial Functions
Honorary Awards | Graduate Research Fellowship Program | Postdoctoral Fellowships and Other Programs

Quick Link

- Panelist Login Help
- About Panel Review Proposal

Panelist Functions

Log in for the following perm

[Alert: Computer Scan](#) and [Panelists.](#) [Log In](#)

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

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)

[Log In](#) [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.

- 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.

Panelist System Selection

outside the government, except that verbatim copies of reviews without the name, affiliation, or other identifying information of the reviewer will be sent to the principal investigator. Submission of all requested information is voluntary.

Public reporting burden for this collection of information is estimated to average 5 hours per response, including the time for reviewing instructions.

Send comments regarding this burden estimate and any other aspect of this collection of information, including suggestions for reducing this burden, to:

Suzanne H. Plimpton
Reports Clearance Officer
Division of Administrative Services
National Science Foundation, Suite 295
4201 Wilson Boulevard
Arlington, VA 22230

Click to work on:

- [Travel and Reimbursement](#)
- [Panel Review System](#)
- [Meeting Sign-in](#)
- [Interactive Panel System](#)

[Go Back To Home Page](#)

Select **Panel Review System** from the menu.

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- 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.

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5 To Prepare a Review:

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

The screenshot shows the 'Prepare Review' tab selected in a web application. The interface includes a table of proposals and several action buttons. A red dot points to the 'Prepare Review' button, and another red dot points to the first row of the proposal table.

Prepare Review View/Download Proposal

Highlight a proposal and click below one of the action buttons. To sort, click on the appropriate column header.

Prop No.	PI Last Name	Reviewer Type	Last Modified	Submitted
1000000	Kay	Reviewer & Panelist	Nov 7 2005 11:08AM	No
1000001	QUAK	Primary Panelist	Nov 7 2005 11:08AM	No

Total Proposals: 2

Prepare Review Resubmit Submit All

Return to Panelist System Selection

- 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.

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6 On the Panel Review screen:

The screenshot shows the 'Panel Review' interface. At the top, it states: '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 Review](#), and [Privacy Act and Public Burden Statements](#).' Below this, it says 'Resubmit in Progress' and 'Information on Proposal Number: 1501979'. The Principal Investigator's Name is Benjamin Shew, from the University of Pennsylvania, with the title CAREER: Testing the Facilities by VS. A text box for the reviewer's email address is shown with the value 'insoc@psu.edu'. A checkbox labeled 'Please check this box if you want to receive an e-mail copy of your review' is checked. The 'Rating Section' has three radio buttons: 'I am declining to review this proposal.', 'I am giving this proposal no rating.', and 'I am rating this proposal (Please check rating below)'. The 'Overall Rating' section has five checkboxes: '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.', and 'Poor Proposal has serious deficiencies.' At the bottom, there is a text box for the reviewer's name, labeled 'In the context of the five review elements, please evaluate the strengths and weaknesses of the proposal with respect to intellectual merit.' and 'Starting from Panel review'.

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.

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7 On the Receipt of Panel Review screen:

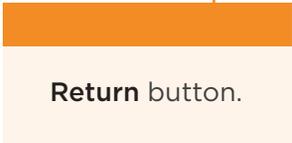
Receipt of Panel Review

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**.

A callout box with an orange header and a light orange body. It contains the text "Return button." and is connected to the "Return" button above by a thin orange line.

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 Find full instructions for using the Panel Review System to easily complete panel meeting tasks on page 835 of the FastLane User Guide at https://www.research.gov/common/attachment/Desktop/FastLane_Help.pdf.

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 FastLane User Assistance: **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 FastLane User Assistance at **1-800-673-6188**.