



Updating Participant Status to Virtual Quick Reference Guide

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Introduction

This guide provides step-by-step instructions on how to **update Participant Status in FastLane Travel and Reimbursement (FLTR) system** to "Virtual Participant." If your panel already occurred, please contact the appropriate Program office for assistance with updating your participant status.

Updating Participant Status in FLTR System

1. Log in to FastLane Panelist Functions via <https://meetings.nsf.gov/jsp/homepage/panelreview.jsp>.

FastLane NCIS Production Support Acceptance Site

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FastLane User Support (7 AM to 9 PM Eastern Time + M-F) 1-800-673-6188

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 Review
- ▶ About Travel and Reimbursement
- ▶ Guidance for Reviewers of Career Proposals

Panelist Functions

Log in for the following permission based functions:

Alert: Computer Scanning Policy - Important Information for NSF Visitors and Panelists.

- ▶ Panel Review
- ▶ Interactive Panel System
- ▶ Travel and Reimbursement System
- ▶ Panelist Personal Information

Notice: After you log in, check your Reviewer Information and verify that the e-mail address shown is correct. If you forget your password, we will send your re-set password to this e-mail address. Access to the **Interactive Panel System** requires that JavaScript be enabled on your browser.

Log In

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

Panel ID: CSBTSTPNL

Panelist Last Name: Himes
(Admin, Users: Use your User ID)

Privacy Act

Password: *****
(Admin, Users: Use your Password)

Log In

Forgot Password?

National Science Foundation
2415 Eisenhower Avenue, Alexandria, Virginia 22314, USA
Tel: 703-292-5111, FTRS: 800-877-8339 | TDD: 703-292-5090

Privacy and Security

FastLane NCIS Production Support Acceptance Site

2. Scroll to the bottom of the screen and click on **Travel and Reimbursement**.

Click to work on:

▶ Travel and Reimbursement	▶ Meeting Sign-in
▶ Panel Review System	▶ Interactive Panel System
▶ Virtual Panelist Survey	

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3. Click on **Participant Registration Questions**.

FastLane Panelist Functions | HOME

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Travel and Reimbursement | MAIN

Participant Name: Berk, Sam Meeting ID: P201781

This website will enable you to input personal and banking information required for reimbursement and to make travel arrangements. Use of this system will expedite the processing of your travel reimbursement.

To begin the process, we have a few questions you need to answer. If you have questions, please contact the following meeting contact: mynsf1@nsf.gov who will be able to assist you.

The next screen will allow you to enter or update your home address and financial institution information for our financial system. This is required by the Debt Collection Improvement Act of 1996 to transmit your total reimbursement electronically to the institution of your choice. This law also requires that you provide your social security number.

Your social security number will be in a secure database with limited access. Submission of this information is voluntary, however it is required for payment.

It is a federal travel regulation that all travel arrangements must be made through NSF's travel agent via 855-417-4024 or nsfpanel.travel@adtrav.com

NSF has created an orientation video to assist you in completing the proposal review process. If you have not watched this video in the last 12 months, please watch the video before starting the review process.

When you click the link to start the video, a window will appear requesting your name and email address. This information helps NSF understand who has received the orientation. NSF staff should enter their NSF email address. During the video, you will also be asked to answer three simple quiz questions. If you have questions, please email panelweb@nsf.gov.

Orientation video: [The Art and Science of Reviewing Proposals](#)

You are required to validate your personal and banking information for each meeting you attend.

In order for NSF to reimburse you, please begin the registration process by completing Step 1.

STEP 1 Participant Registration Questions

Download [Adobe Acrobat Reader](#) for viewing PDF files

National Science Foundation
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Privacy and Security

4. Update the response to question #4 "Are you a Virtual Participant" to **Yes** and click **Continue** on the bottom right to save the updated information.

1 Participant Registration Questions

Participant Name: Berk, Sam Type: Unassigned

1. Do you have a U.S. Social Security number?	<input type="radio"/> YES	<input type="radio"/> NO
2. Are you a U.S. Federal Government Employee? Definition of Federal Participant	<input type="radio"/> YES	<input type="radio"/> NO
3. Are you a local participant? Definition of Local Participant	<input type="radio"/> YES	<input type="radio"/> NO
4. Are you a Virtual Participant? Definition of Virtual Participant	<input checked="" type="radio"/> YES	<input type="radio"/> NO
5. Are you a U.S. citizen or a permanent resident (green card holder)?	<input type="radio"/> YES	<input type="radio"/> NO
6. Is your home address located in the United States?	<input type="radio"/> YES	<input type="radio"/> NO
7. Do you have an account with a U.S. Financial Institution? Definition of U.S. Financial Institution	<input type="radio"/> YES	<input type="radio"/> NO
8. Will you be traveling to this meeting via commercial air or rail? Note: You must arrange your commercial air or rail ticket through the NSF's travel agent.	<input type="radio"/> YES	<input type="radio"/> NO
9. Americans with Disabilities Act		
A. Will you require an interpreter, software to assist the visually impaired, or another modification at the meeting location?	<input type="radio"/> YES	<input type="radio"/> NO
B. Do you have a medical condition that requires airfare other than a standard coach seat (e.g. first class, bulkhead, or other special accommodation) or ground transportation other than taxi? Your request will be processed by NSF's Office of Diversity and Inclusion (ODI) 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 within ODI. Note: the above questions apply only to individuals with qualified disabilities. More Information	<input type="radio"/> YES	<input type="radio"/> NO
<input type="checkbox"/> Certification: By selecting the checkbox, I hereby certify that I am NOT a Federally Registered Lobbyist OR I have ceased active lobbying as reflected in a filed bona fide de-registration, or I have been de-listed by my employer, or I have been absent from a quarterly lobbying report for three consecutive quarters. By clicking Continue, I hereby certify that I have answered all the questions above truthfully to the best of my knowledge.		

Continue **Cancel**

