

Information for Electronic Funds Transfer (EFT):

As the next step, make sure you enter or update your contact and banking information. Your reimbursement will come in the form of an electronic funds transfer. Enter your banking info through FastLane, from the main screen of the FastLane Panel System. Click on "Panel Banking System" and enter your banking information. The electronic funds transfer (EFT) function allows you to provide your name and permanent address, contact information (in case our Division of Financial Management [DFM] has any questions), and banking information. The EFT information is needed by DFM in order to process your flat rate reimbursement.

Travel:

PLEASE DO NOT PURCHASE YOUR OWN AIRLINE OR RAILWAY TICKET! If you do so, you may incur expenses for which you may NOT be reimbursed. NSF's travel agency (SATO) will help you make your travel arrangements and issue you a ticket. In making your travel plans, please be sure to enable yourself to arrive at NSF no later than 8:00 AM on the first day of the panel and do not plan to depart NSF before 4:30 PM on the last day of the panel. Functionally, this means that you should schedule a departing flight that leaves Washington Reagan National Airport (DCA) after 4:30 PM, or a flight that departs Washington Dulles International Airport (IAD) after 6:30 PM. If you will not be able to return home at a reasonable hour that evening, you will need to stay in the DC area that evening and fly home the next day, but we will provide compensation for an additional travel day. (If you wish to remain in the DC area for an extra day or two, you may do so at your own expense, but be aware that the extra travel day can be justified only if there are not flights that would return you home at a reasonable hour on the evening of the last day of the panel meeting.)

Within the FastLane Panel System, the Travel Arrangements link should be visible after you have completed registration and updating of contact and banking information. Click the link and either use the On-Line Reservation Form or call SATO (800-817-5257) with the panel ID and your travel requests. The On-Line Reservation Form allows you to provide your name, shipping address (for travel-related documents), contact information (in case SATO has any questions), and preferred airport and flight arrangements. After you submit this information, it is forwarded as an e-mail message to SATO. If they do not respond in a timely manner with your itinerary, please e-mail them at travel@nsf.gov or call at 800-817-5257.

PLEASE NOTE: The National Science Foundation has changed its policies to allow non-refundable tickets, but **they must still be purchased through SATO Travel**, NSF's travel management contractor. You should call SATO to make a reservation for your flights. SATO will first offer you the refundable government fare. If that fare seems high, you may ask them about non-refundable fares. You may choose the non-refundable fare if it is cheaper than the government contract fare, but you are not required to do so.

Hotel Accommodations:

You will need to make your own hotel reservation, preferably in the Ballston area (Arlington, VA). If you would like help with making a hotel reservation in the Ballston area (Arlington, VA), please feel free to contact Nancy Bishop at Accommodations Unlimited either by telephone at 1-800-201-4005 (703-385-5680) ext. 15 or by email at nsf@wedothelgwork.com, or visit their web site at: <http://www.wedothelgwork.com>. Hotels are pretty busy around the D.C. area, so please reserve your room early. You may wish to review this [List of Hotels near NSF](#).

Conflict of Interest:

Please read this [conflict of interest statement](#) carefully and then sign, date, and return it by email as a scanned attachment to coanders@nsf.gov or by fax at 703-292-8741 (Attention: Cori Anderson). Please note COI rules apply to you, your immediate family members, and organizations

you are, were within the past year or are in the process of becoming affiliated with. If you are not sure about a possible COI, please contact Dr. Fahmida N. Chowdhury, fchowdhu@nsf.gov.

When you are checking the proposals for conflicts of interest (COI), please make sure to read the Project Description for any planned collaborations with other researchers, check all biosketches, References for co-authorships, possible consultants in the Budget, and Supplementary Documentation for "Personnel involved in the Project" and possible letters of collaboration.

The main NSF North entrance is on the corner of N. Stuart St. and 9th St. N., (<http://maps.google.com/maps?hl=en&q=4280+9th+St,+Arlington,++22203&um=1&ie=UTF-8&sa=N&tab=w>) about a 2-minute walk from the Ballston Metro Station on the Orange line (<http://www.wmata.com/>).

For directions on how to get to NSF from various airports and locations in the D.C. Metropolitan area, please visit our web site: <http://www.nsf.gov/home/visit/visitjump.htm>

Questions and Assistance:

Fastlane:

FastLane generates an error message if any problems are detected. If you get an error message, please take the suggested corrective steps.

If those steps do not fix the problem, send an e-mail to fastlane@nsf.gov or call the **FastLane Help Desk at 1-800-673-6188**. They will provide technical support and advice for problems you may encounter.

Compensation:

You will not be reimbursed for specific expenses you incur during your service on this panel. Instead, you will receive an overall payment related to your days of service on the panel and your travel days. That "flat-rate" compensation should enable you to cover all expenses and have some money left over. If you reside in the Washington metropolitan area and you will stay at your home residence, we will provide you with \$280 per day for each day that the panel meets. If you will be traveling here from outside the area, we provide for transportation costs (airline or train fare at the government rate) to and from the meeting. Reimbursement has been set at a flat rate of \$480 for meeting days and \$280 for any necessary additional travel days depending on the availability of flights or trains. In most cases, you can expect reimbursement for one additional travel day if you live in areas where you will be able to return to your home at a reasonable time later on the last day of the panel meeting. You can expect reimbursement for two travel days if you cannot make it home on the evening of the last day of the meeting and you need to stay in the Washington area for an additional night before returning home the next day. If you travel to this area very early on the morning of the first day of the panel meeting, you will not receive reimbursement for a travel day prior to the meeting.

SAVE YOUR RECEIPTS FOR YOUR RECORDS. If during the year, you have received total compensation from NSF in the amount of \$600 or above, you will receive an IRS Form 1099 at the end of the calendar year for tax purposes from our finance office. You need to keep your receipts in order to show this as business expenses against your reimbursement.

You will receive an email with the proposal assignment matrix. If you find any discrepancy between your proposal assignments in that matrix and the proposals assigned to you on FastLane, you must follow my matrix and write reviews for those proposals, and let us know about the FastLane discrepancies; we will correct the FastLane discrepancies quickly.

Please inform Ms. Cori Anderson (coanders@nsf.gov), about all COIs, as these need to be manually entered in the Review Database prior to the panel meeting. Also, please review the following two reference documents: [Proposal Access and Review on FastLane](#) and [SPRF Review Instructions and Template](#).