

## FastLane for Proposal Access and Review:

Log in to the "Panelist Functions" screen on FastLane (<https://www.fastlane.nsf.gov/>), with the Panel ID, your last name and your password. After logging in, you will be on the page for **Panelist System Selection**.

Please view and update as necessary the "Panelist Personal Information", and save your updates. It is important that this information be correct and complete to facilitate communication. We also need demographic data, as NSF must provide aggregate data on composition of panels (e.g., % male vs. female, etc.).

Please read the information on:

- \* Proposal Evaluation Criteria
- \* Your Potential Conflicts Of Interest
- \* Your Obligation to Keep Proposals Confidential
- \* Privacy Act and Public Burden Statements

### Using Fastlane/Panelist Functions/Panel Review System

After checking/updating your Panelist Information and reading the review, conflict of interest, etc. guidelines; scroll all the way down to:

Click to work on:

- \* Panel Review System \* Interactive Panel System

Additional information on "Travel and Reimbursement" and "Interactive Panel System" will be provided in Section 6.

"Panel Review System" is used for accessing proposals and submitting reviews.

### Accessing Proposals:

At first, a list of proposals in the panel will appear. Proposals are listed in numerical order of proposal numbers, but can be sorted on other fields.

**IMPORTANT: Please safeguard and delete all proposal files and hard copies when you complete your panel service.**

NOTE: Please check ALL proposals and provide your review writing preferences and conflict of interest information.

### Preparing and Submitting Reviews:

"Prepare Review" should ONLY be used when you are ready to SUBMIT your review. Prior to reading proposals and writing your reviews, please make sure to also read

- \* National Science Foundation Merit Review Criteria ([http://www.nsf.gov/publications/pub\\_summ.jsp?ods\\_key=nsf\\_99172](http://www.nsf.gov/publications/pub_summ.jsp?ods_key=nsf_99172))

\*NSF SPRF Solicitation: <http://www.nsf.gov/pubs/2014/nsf14595/nsf14595.pdf>

and the SBE SPRF Sites page:

[http://www.nsf.gov/funding/pgm\\_summ.jsp?pims\\_id=504810&org=SMA&from=home](http://www.nsf.gov/funding/pgm_summ.jsp?pims_id=504810&org=SMA&from=home)

Please get familiar with the NSF Proposal Review form prior to writing your reviews. Please note that all the blocks, Intellectual Merit, Broader Impacts, Additional Review Criteria and Summary Statement must be filled out, and the total should be at least 500 words. (See pdf attachment "SPRF Review Instructions and Template"). The text in these blocks needs to explain the proposal rating (Excellent, Very Good, Good, Fair, Poor or in-between such as V/G). It is strongly recommended to prepare your reviews locally and upload the reviews via "Prepare Review" for each proposal you are writing a review for. While writing and uploading the reviews, please watch for typographical errors, some of which arise from copying from MS Word: it is best to save your reviews as plain text before pasting them on FastLane. Please check the box requesting a copy of the review to be emailed to you to the email address shown, or provide a different email address.

Please make sure to select "I am rating this proposal" under the "Rating Section", and select the appropriate rating (Excellent ... Poor); note that split ratings are also allowed, such as, Excellent/Very Good, Good/Fair etc.

If you have a conflict of interest, please select "I am declining to review this proposal" under the "Rating Section", and type or paste COI information into the COI text box (the word "COI" is sufficient).

Please make sure to "Save Review" if you plan on coming back to it; otherwise, click on "Submit Review". The "Resubmit" option allows you to modify a previously submitted review.

NOTE: Please do NOT use the option "Submit All", as it enters blank reviews for proposals that you are not writing a review for, with a rating "R" (and we need to delete these manually – big and unnecessary hassle for everyone involved).

Please submit all your reviews prior to coming to the panel, so that other panelists and NSF staff can see your reviews in the Interactive Panel System module during the panel meeting. Please print (or store on an Internet-independent storage media, e.g., thumb drive) all your reviews and bring them to the panel meeting.