

## ***Using FastLane to Prepare NSF Panel Reviews***

NSF has developed an Internet-based technology known as FastLane to facilitate the exchange of information and transactions between NSF and the research community. The use of the FastLane system to submit proposal reviews permits us to communicate the panel recommendations to Principal Investigators in a timely manner. You are **required** to submit your reviews through FastLane. This message provides important information about FastLane Panel Review System.

### **How to Access FastLane Panel Review Application**

The FastLane Panel Review application is available from the FastLane home page on the World Wide Web. You can access the FastLane home page through the NSF home page ([www.nsf.gov](http://www.nsf.gov)) by clicking on the [FastLane](#) link, which is located on the left side of the screen. Upon connecting to FastLane, click on the **Panelist Functions** link. You will be presented with a Login Screen. Enter the name of your panel that you were provided, your last name, and the panel password with which you were also provided. Click on the **Login** button. If the login is successful, you will see a Panelist System Selection Screen. You can update any information on this screen if it is incorrect by selecting **Edit**. When finished click on the **Save** button to save the update or **Return to Panelist System Selection** button if you do not wish to save the changes. Next select the **Panel Review System** link, which will take you to the Panel Review Screen.

### **Preparing Your Review**

The Panel Review Status Screen has a scroll box that contains ALL of the proposals being considered by the panel to which you have been assigned. As a panelist you have only been assigned a subset of these proposals for written review. Note that you navigate through the scroll box by clicking and dragging on the bar at the right side of the scroll box. In this way you can view all of the proposals under consideration. To select a proposal, click on the line containing this proposal in the scroll box, and it will become highlighted. Then, to prepare your review, click on the **Prepare Review** button. This will take you to the Panel Review Screen. You may want to view the Proposal Evaluation Criteria, the Conflict of Interest information, and the Confidentiality of Peer Reviews information at the beginning of your review process. Enter your rating for the proposal in one of the boxes provided. Please **DO NOT** check multiple boxes! Paste or type your reviews in the text windows provided. Identify any conflicts if necessary.

### **Submitting Your Review(s)**

Once you have entered your review in the space provided, you have two options. You can click on the **Save Review** button to save your review for later editing (without officially submitting it). Or you can click on the **Submit Review** button to actually submit your review. When you return to the Panel Review Status window, the status of your review will now be changed. Under the heading Last Modified will be displayed the date and time you made your last modifications to the review, and under the heading Submitted will be an indication as to whether the review has actually been submitted. Note that after preparation of all of your reviews, you can submit them as a group by clicking on the Submit All button at the bottom of this screen. At any point during the review and panel process, you may go back and edit your reviews.

You may also want to print your reviews and bring the hard copies with you. This would be a precautionary measure in the event that our systems are down. (This does happen, although it is rare.)

### **Printing a Proposal**

You can also view and/or print a proposal directly through FastLane. Highlight the proposal number in the scroll box, and click on the **View/Print** button. This will take you to the View/Print screen. Click on the **Print Entire Proposal** radio button, and then click on **OK** button. This will load the proposal into your Adobe Acrobat Reader from which you can print it. If you encounter errors, you may still find that you can load and print various sections of the proposal as needed.