



# FastLane Help System

## Meeting Sign-In



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# Meeting Sign-In

## Meeting Sign-In Introduction

Meeting sign-in is available for each day of the meeting. The Meeting Sign-in Screen will enable you to review your reimbursement profile, answer transportation questions, and sign-in with your specific type of attendance for the day. The transportation questions only need to be answered on the first day of the meeting. Attendance type selection and sign-in is needed on a daily basis for the duration of the meeting.

To Access Meeting Sign-in see [Access Meeting Sign-in](#).

For each meeting, you must complete the following three steps:

1. Review the reimbursement profile.
2. Select answers to the transportation questions.
3. Select an attendance type and sign in.

## Access Meeting Sign-In

1. On the **FastLane Home Page** screen (Figure 1), select **Panelist Functions** in the navigation bar at the top. The **Panelist Functions** screen displays (Figure 2).

NSF Home | News | Site Map | FastLane Help | Grants.gov Help | Contact Us

**FastLane**  
www.fastlane.nsf.gov

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**

- ▶ Registration Information
- ▶ Award Search and Funding Trends
- ▶ FastLane FAQs (Opens new Browser Window)
- ▶ Grants.gov FAQ (Opens new Browser Window)

**Advisories**

- 08/01/07** - FastLane changes to reduce the use of Social Security Numbers (SSNs) will be implemented on August 4, 2007.
- 07/31/07** - FastLane changes to reduce the use of Social Security Numbers (SSNs) will be implemented on August 4, 2007.
- 07/05/07** - Information on the Use of Designated Fonts in NSF Proposals (Opens new browser window)
- 06/22/07** - Starting June 23rd, NSF is making it easier for PIs to report journal publication citations as part of their

Figure 1 FastLane Home Page screen. The link for Panelist Functions is circled.

**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:** P069000

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

[Privacy Act](#)

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

**Log In**

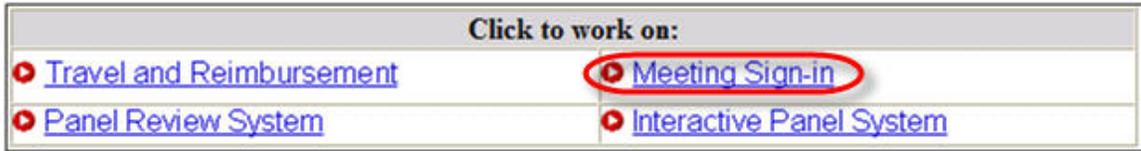
[Forgot Password?](#)

Figure 2 Panelist Functions screen. The Log In section is surrounded in red.

2. In the **Log In** section on the **Panelist Functions** screen (Figure 2), do the following:
  - 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.

pd\_meeting\_sign\_in

- In the **Password** box, type the password.
3. Select the **Login** button (Figure 2). The **Panelist System Selection** screen displays (Figure 3).



**Figure 3 Meeting Sign-in link at the bottom of the Panelist System Selection screen.**

4. **Select** the [Meeting Sign-in](#) link (Figure 3).

## Meeting Sign-In

### Complete Daily Meeting Sign-in

1. Access the **Panelist Functions** Main Page.

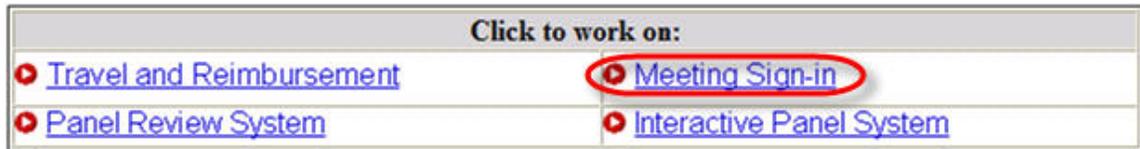


Figure 1 Panelist Functions section of the Panelist System Selection screen.

2. Click on the **Meeting Sign-in** Link at the bottom of the page.
3. View the **Meeting Sign-in** Screen.

Participant Name: Valdez, Rodolfo Meeting ID: P130783

You must sign-in to this meeting in order to be eligible for reimbursement.

**Reimbursement Profile:**  
 Your Registration Status is: [Non-Federal](#), [Non-Local](#), [Attending On-Site](#)  
 You are eligible for: [Flat-rate Reimbursement](#), [Transportation Expenses](#)

If your Reimbursement Profile is incorrect, please [click here](#) to update your answers to the registration questions.

**Transportation:**

**How did you travel to the meeting?**

Personally Owned Vehicle   
  NSF Purchased Commercial Air/Rail   
  Self Purchased Commercial Air/Rail  
 Local Transportation   
  Other   
  Not Applicable

**How will you return from the meeting?**

Personally Owned Vehicle   
  NSF Purchased Commercial Air/Rail   
  Self Purchased Commercial Air/Rail  
 Local Transportation   
  Other   
  Not Applicable

**Meeting Attendance:**

MEETING DATE	Attendance Type	Signed In
02/27/2013	Select an attendance type	No
02/28/2013	Not Available	No

Certification: By Clicking "Sign-in", I certify that this information is truthful and correct.

Sign-in

Figure 2 Meeting Sign-in Screen

### Reviewing Reimbursement Profile

The Meeting Sign-in Screen will display a participant's current registration status as well as the type of reimbursement for which the participant is eligible. This status is determined by the answers provided during meeting registration. For definitions to terminology, click on one of the hyperlinked terms within the reimbursement profile.

Participant Name: Valdez, Rodolfo Meeting ID: P130783

**You must sign-in to this meeting in order to be eligible for reimbursement.**

**Reimbursement Profile:**  
 Your Registration Status is: [Non-Federal](#), [Non-Local](#), [Attending On-Site](#)  
 You are eligible for: [Flat-rate Reimbursement](#), [Transportation Expenses](#)

If your Reimbursement Profile is incorrect, please [click here](#) to update your answers to the registration questions.

**Transportation:**

**How did you travel to the meeting?**

Personally Owned Vehicle

Local Transportation

**How will you return from the meeting?**

Personally Owned Vehicle

Local Transportation

**The definition of Non-Federal is:**

An individual is a Non-Federal Employee when his/her position or job is not classified and graded within some Federal job system (such as the General Schedule (GS), the Senior Executive Service (SES) or an excepted service system which may be characterized by AD or EX or other, similar initials).

Close Window

**Meeting Attendance:**

MEETING DATE	Select an attendance type	No
02/27/2013	[Dropdown]	No
02/28/2013	Not Available	No

Certification: By Clicking "Sign-in", I certify that this information is truthful and correct.

Sign-in

**Figure 3 Meeting Sign-in Screen after clicking the “Non-Federal Participant” hyperlink.**

Should a participant deem their registration profile to be incorrect, the link to update registration questions will enable the participant to review and edit the answers to the registration questions.

The reimbursement profile hyperlinks and the link to the registration questions are available throughout the duration of the meeting.

### Answering Transportation Questions

The Meeting Sign-in Sheet will require panelists to answer two transportation questions before signing-in.

1. **“How did you travel to the meeting?”**
2. **“How will you return from the meeting?”**

Select an answer from the radio button options to each question. The transportation questions only need to be answered once, on the first day of signing-in for the meeting.

Participant Name: Valdez, Rodolfo Meeting ID: P130783

You must sign-in to this meeting in order to be eligible for reimbursement.

**Reimbursement Profile:**  
 Your Registration Status is: [Non-Federal](#), [Non-Local](#), [Attending On-Site](#)  
 You are eligible for: [Flat-rate Reimbursement](#), [Transportation Expenses](#)

If your Reimbursement Profile is incorrect, please [click here](#) to update your answers to the registration questions.

**Transportation:**

**How did you travel to the meeting?**

Personally Owned Vehicle    
  NSF Purchased Commercial Air/Rail    
  Self Purchased Commercial Air/Rail  
 Local Transportation    
  Other    
  Not Applicable

**How will you return from the meeting?**

Personally Owned Vehicle    
  NSF Purchased Commercial Air/Rail    
  Self Purchased Commercial Air/Rail  
 Local Transportation    
  Other    
  Not Applicable

**Meeting Attendance:**

MEETING DATE	Attendance Type	Signed In
02/27/2013	<input type="text" value="Select an attendance type"/>	No
02/28/2013	Not Available	No

Certification: By Clicking "Sign-in", I certify that this information is truthful and correct.

**Figure 4 Meeting Sign-in Screen with NSF Purchased Commercial Air/Rail selected as answers to the Transportation Questions.**

## Meeting Attendance

1. Select an Attendance Type for the current day from the dropdown.
  - In Person- NSF
  - In Person- Other Meeting Location
  - TeleConference
  - Webcast
  - VideoConference
  - Online Forum
  - Other

For definitions to the attendance types, click on the "Attendance Type" hyperlink above the dropdown.

2. Click Sign-in, to sign-in to the meeting for that day. A message will appear at the top of the sign-in screen to alert you that the sign-in has been successful and will provide a link to the Panelist Functions Home Page. Additionally, the "Signed in" column will now reflect the sign in for the day, by changing from "No" to "Yes."

Attendance type can be changed for the duration of the meeting day. Once the meeting day has passed, the panelist will be unable to change the attendance type for any day other than the current day.

Participant Name: Valdez, Rodolfo Meeting ID: P130783

**You must sign-in to this meeting in order to be eligible for reimbursement.**

**Reimbursement Profile:**  
 Your Registration Status is: [Non-Federal](#), [Non-Local](#), [Attending On-Site](#)  
 You are eligible for: [Flat-rate Reimbursement](#), [Transportation Expenses](#)

If your Reimbursement Profile is incorrect, please [click here](#) to update your answers to the registration questions.

**Transportation:**

**How did you travel to the meeting?**

Personally Owned Vehicle    
  NSF Purchased Commercial Air/Rail    
  Self Purchased Commercial Air/Rail  
 Local Transportation    
  Other    
  Not Applicable

**How will you return from the meeting?**

Personally Owned Vehicle    
  NSF Purchased Commercial Air/Rail    
  Self Purchased Commercial Air/Rail  
 Local Transportation    
  Other    
  Not Applicable

**Meeting Attendance:**

MEETING DATE	Attendance Type	Signed In
02/27/2013	Select an attendance type Select an attendance type In Person - NSF In Person - Other Meeting Location TeleConference Webcast VideoConference Online Forum Other Did Not Attend	No
02/28/2013		No

Certification: By Clicking "Sign-in", I certify that this information is truthful and correct.

Figure 5 Meeting Sign-in Screen with Cursor on the Attendance Type Dropdown.

You have successfully signed in for Today. Please [click here](#) to return to the Panelist Functions Home Page.

Hello

Please sign-in

Welcome!

Use this page to sign in for each day of the meeting. Please select your mode of transportation to and from the meeting and the appropriate attendance type and click Sign-in.

Participant Name: Valdez, Rodolfo Meeting ID: P130783

**You must sign-in to this meeting in order to be eligible for reimbursement.**

**Reimbursement Profile:**  
 Your Registration Status is: [Non-Federal](#), [Non-Local](#), [Attending On-Site](#)  
 You are eligible for: [Flat-rate Reimbursement](#), [Transportation Expenses](#)

If your Reimbursement Profile is incorrect, please [click here](#) to update your answers to the registration questions.

**Transportation:**

**How did you travel to the meeting?**

Personally Owned Vehicle    
  NSF Purchased Commercial Air/Rail    
  Self Purchased Commercial Air/Rail  
 Local Transportation    
  Other    
  Not Applicable

**How will you return from the meeting?**

Personally Owned Vehicle    
  NSF Purchased Commercial Air/Rail    
  Self Purchased Commercial Air/Rail  
 Local Transportation    
  Other    
  Not Applicable

**Meeting Attendance:**

MEETING DATE	Attendance Type	Signed In
02/27/2013	In Person - NSF	Yes
02/28/2013	Not Available	No

Certification: By Clicking "Sign-in", I certify that this information is truthful and correct.

Sign-in

You have successfully signed in for Today. Please [click here](#) to return to the Panelist Functions Home Page.

Figure 6 Meeting Sign-in Screen after signing-in to the meeting.