



H E L P D O C U M E N T A T I O N

FastLane Help System

Interactive Panel System

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Interactive Panel System

Interactive Panel System Introduction

The Interactive Panel System (IPS) is an electronic FastLane system that allows panelists to do the following:

- View a proposal
- Print a proposal
- Write a review comment
- View review comments
- Print review comments
- Prepare reviews
- Prepare recommendations
- Write Panel Summaries
- Review Panel Summaries
- Approve Panel summaries
- Update personal information

IPS Layout

IPS is divided into three tabbed screens:

- **Panel Status** (Figure 1) (Default) - displays basic information on all proposals assigned to the panel as well as a summary of the work done by the entire panel, including individual proposal ratings, panel recommendations, comments, and panel summary status.

Discuss Order	Proposal Number	Principal Investigator (PI)	Institution	Scribe	Review Ratings	Recommendation	Comments Last Updated By	Who Needs to Approve	Summary Status
1	1000000	Kay, Ken	Test Both Institution For DIS Use Only	Not Assigned			Helfand, Dave	Helfand, Dave	Not Yet Started
2	1000001	QUAK, Edward	Test Both Institution For DIS Use Only	Not Assigned			Helfand, Dave	Helfand, Dave	Not Yet Started

Figure 1 Panel Status screen.

- **My Status** (Figure 2) - displays basic proposal information for all proposals belonging to the panel, organized by your work state:
 - **Action Required Proposals:** proposals awaiting an action from you (e.g., writing or approving of a panel summary).
 - **No Action Required Proposals:** proposals awaiting an action from another panelist. They will switch to the "Action Required" group if/when your action is needed.
 - **Completed Proposals:** proposals whose required Panel Summary has been approved. If the panel summary changes, these proposals will reappear in the "Action Required" group.
 - **Not Assigned to You:** proposals for which you have no specific responsibilities. However, if you choose, you can submit comments on these proposals.

Panel: P050765
User: Helfand, Dave
Who Needs to Approve the Summary: All Assigned Panelists

Click on one of the table heading links to sort the data by the selected column.

Action Required Proposals

Discuss Order	Proposal Number	Principal Investigator (PI)	Institution	Scribe	Review Ratings	Recommendation	Comments Last Updated By	Who Needs to Approve	Summary Status
No Proposal									

Click on one of the table heading links to sort the data by the selected column.

No Action Required Proposals

Discuss Order	Proposal Number	Principal Investigator (PI)	Institution	Scribe	Review Ratings	Recommendation	Comments Last Updated By	Who Needs to Approve	Summary Status
1	1000000	Kay, Ken	Test Both Institution For DIS Use Only	Not Assigned			Helfand, Dave	Helfand, Dave	Not Yet Started
2	1000001	QUAK, Edward	Test Both Institution For DIS Use Only	Not Assigned			Helfand, Dave	Helfand, Dave	Not Yet Started

Click on one of the table heading links to sort the data by the selected column.

Completed Proposals

Discuss Order	Proposal Number	Principal Investigator (PI)	Institution	Scribe	Review Ratings	Recommendation	Comments Last Updated By	Who Needs to Approve	Summary Status
No Proposal									

Click on one of the table heading links to sort the data by the selected column.

Not Assigned to You

Discuss Order	Proposal Number	Principal Investigator (PI)	Institution	Scribe	Review Ratings	Recommendation	Comments Last Updated By	Who Needs to Approve	Summary Status
No Proposal									

Figure 2 My Status screen.

- My Work (Figure 3) - displays your panel review work area.

Panel: P050765
User: Helfand, Dave
Who Needs to Approve the Summary: All Assigned Panelists

My Work Help
Proposals Sorted By: Discussion Order
Other Functions:

Proposal Information

Proposal Number: 1000000	PI Name: Kay, Ken	Scribe: Not Assigned
Summary Status: Not Yet Started	Recommendation/Order: Unknown /	
Proposal Title: Does this title come out on a letter???		

Help | Reviews | **Summary** | View Comment | Write Comment | View/Print Proposal

Panel Summary (Panel ID: P050765 - Proposal ID: 1000000)
This summary is not available to view.

Approval Status	
Approval Needed	Approved
Helfand, Dave	

Action Required Proposals
No Proposal

No Action Required Proposals
1000000
Kay
1000001
QUAK

Completed Proposals
No Proposal

Not Assigned To You
No Proposal

Figure 3 My Work screen.

Roles in the Interactive Panel System

The Program Officer (PO) sets up the panel meeting and has many configuration options. Generally, a panel consists of at least three panelists; and they are divided into the following generally defined roles:

- **Scribe** - the panelist who, in addition to reviewing the proposals, writes the panel's summary of the proposal being reviewed for panel approval
- **Lead Panelist** - the panelist who presents the proposal being reviewed by the panel to the panel
- **Panelist** - panel members with non-administrative functions who review proposals and panel summaries, as well as approve the panel summaries

My Work Screen Overview

Your **My Work** tabbed screen is your work area to create, view, and review proposals, comments, and panel summaries, depending upon your role and the way your Program Officer (PO) set up the panel. Your **My Work** screen is actually modified to display only the functions you can perform; for example, if you are not a scribe you will not see the **Summary** tab as scribes are the panelists who write the Panel Summaries.

My Work Menus

Regardless of your role or the panel settings, you can easily navigating to your proposals with the My Work Menus on the left side of the screen (Figure 1, Section A):

- **Action Required Proposals**
- **No Action Required Proposals**
- **Completed Proposals**
- **Not Assigned to You**

The proposals within each category can be ordered in the following ways:

- **Discussion Order** (as set by the PO)
- **Proposal ID**
- **Summary Status**

with the **Proposals Sorted By** box (Figure 1, Section C).

My Work Other Function Boxes

You can quickly perform many of your individual panel duties with the quick access **Other Function** box on the left side of the screen (Figure 1, Section B) :

- **Print Summary** (scribe only)
- **Recommendation**
- **Prepare Reviews**
- **Name/Addr Info**

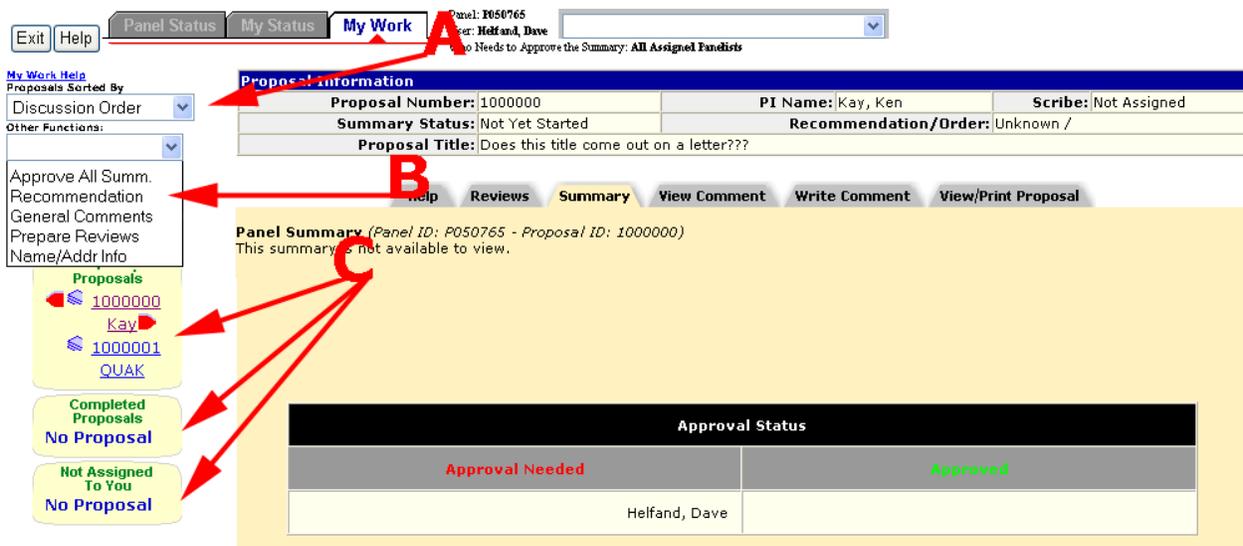


Figure 1 My Work screen layout.

IPS Functions

View a Proposal in IPS

To view a proposal from IPS, do the following:

1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays.
4. Locate the **Click to Work On** section.
5. Click **Interactive Panel System**.
6. Continue one of the following routes:
 - **Panel Status**
 - a. Click the **Panel Status** tab.
 - b. Click the proposal number in the Proposal Number column.
 - c. Click the **View/Print Proposal** tab.
 - d. Click the proposal section you want to print. Or, click **Print Entire Proposal** to print all proposal parts.
 - e. Click the **OK** button. Your selection opens in a new window.
 - **My Status**
 - a. Click the **My Status** tab.
 - b. Click the proposal number in the Proposal Number column.
 - c. Click the **View/Print Proposal** tab.
 - d. Click the proposal section you want to print. Or, click **Print Entire Proposal** to print all proposal parts.
 - e. Click the **OK** button. Your selection opens in a new window.
 - **My Work**
 - a. Click the **My Work** tab.
 - b. Click the **View/Print Proposal** tab.
 - c. Click the proposal section you want to print. Or, click **Print Entire Proposal** to print all proposal parts.
 - d. Click the **OK** button. Your selection opens in a new window.

Related Topics:

Proposal Review

Print a Proposal from IPS

To print a proposal from IPS, do the following:

1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays.
4. Locate the **Click to Work On** section.
5. Click **Interactive Panel System**.
6. Continue one of the following routes:
 - **Panel Status**
 - a. Click the **Panel Status** tab.
 - b. Click the proposal number in the Proposal Number column.
 - c. Click the **View/Print Proposal** tab.
 - d. Click the proposal section you want to print. Or, click **Print Entire Proposal** to print all proposal parts.
 - e. Click the **OK** button. Your selection opens in a new window.
 - f. Click the **Print** button.
 - **My Status**
 - a. Click the **My Status** tab.
 - b. Click the proposal number in the Proposal Number column.
 - c. Click the **View/Print Proposal** tab.
 - d. Click the proposal section you want to print. Or, click **Print Entire Proposal** to print all proposal parts.
 - e. Click the **OK** button. Your selection opens in a new window.
 - f. Click the **Print** button.
 - **My Work**
 - a. Click the **My Work** tab.
 - b. Click the **View/Print Proposal** tab.
 - c. Click the proposal section you want to print. Or, click **Print Entire Proposal** to print all proposal parts.
 - d. Click the **OK** button. Your selection opens in a new window.
 - e. Click the **Print** button.

Write a Proposal Review/Panel Summary Comment

To write a comment on a proposal in IPS, do the following:

1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays.
4. Locate the **Click to Work On** section.
5. Click **Interactive Panel System**.
6. Continue one of the following routes:
 - **Panel Status**
 - a. Click the **Panel Status** tab.
 - b. Click the proposal number in the Proposal Number column.
 - c. Click the **Write Comment** tab.
 - d. Type your comment text in the **Write Comment** box.
 - e. (Optional) Click the **Check Spelling** button to check your spelling.
 - f. Click the **Submit Comment** button to submit your comment. Or, click the **Save Comment** button to save the comment text but not submit the comment.
 - **My Status**
 - a. Click the **My Status** tab.
 - b. Click the proposal number in the Proposal Number column.
 - c. Click the **Write Comment** tab.
 - d. Type your comment text in the **Write Comment** box.
 - e. (Optional) Click the **Check Spelling** button to check your spelling.
 - f. Click the **Submit Comment** button to submit your comment. Or, click the **Save Comment** button to save the comment text but not submit the comment.
 - **My Work**
 - a. Click the **My Work** tab.
 - b. Click the **Write Comment** tab.
 - c. Type your comment text in the **Write Comment** box.
 - d. (Optional) Click the **Check Spelling** button to check your spelling.
 - e. Click the **Submit Comment** button to submit your comment. Or, click the **Save Comment** button to save the comment text but not submit the comment.

See also Proposal Review.

View a Proposal Review/Panel Summary Comment

To view all panelists' comments on a proposal, do the following:

1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays.
4. Locate the **Click to Work On** section.
5. Click **Interactive Panel System**.
6. Continue one of the following routes:
 - **Panel Status**
 - a. Click the **Panel Status** tab.
 - b. Click the proposal number in the **Proposal Number** column.
 - c. Click the **View Comment** tab.
 - d. Click the **Refresh** button. The comments are listed in descending chronological order in the **Comments** box.
 - **My Status**
 - a. Click the **My Status** tab.
 - b. Click the proposal number in the **Proposal Number** column.
 - c. Click the **View Comment** tab.
 - d. Click the **Refresh** button. The comments are listed in descending chronological order in the **Comments** box.
 - **My Work**
 - a. Click the **My Work** tab.
 - b. Click the **View Comment** tab.
 - c. Click the **Refresh** button. The comments are listed in descending chronological order in the **Comments** box.

Note: While viewing the **Comments** tabbed screen for long periods of time, you can click the Refresh button to update the **Comments** box with the comments as they are written and submitted.

Print Proposal Review Comments

To view all panelists' comments on a proposal, do the following:

1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays.
4. Locate the **Click to Work On** section.
5. Click **Interactive Panel System**.
6. Continue one of the following routes:
 - **Panel Status**
 - a. Click the **Panel Status** tab.
 - b. Click the proposal number in the **Proposal Number** column.
 - c. Click the **View Comment** tab.
 - d. Click the **Print Comments** button.
 - e. Click the **Print** button.
 - **My Status**
 - a. Click the **My Status** tab.
 - b. Click the proposal number in the **Proposal Number** column.
 - c. Click the **View Comment** tab.
 - d. Click the **Print Comments** button.
 - e. Click the **Print** button.
 - **My Work**
 - a. Click the **My Work** tab.
 - b. Click the **View Comment** tab.
 - c. Click the **Print Comments** button.
 - d. Click the **Print** button.

Prepare a Panel Review from IPS

To complete your proposal panel review from IPS, do the following:

1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays.
4. Locate the **Click to Work On** section.
5. Click **Interactive Panel System**.
6. Continue one of the following routes:
 - **Panel Status**
 - a. Click the **Panel Status** tab.
 - b. Click the proposal number in the **Proposal Number** column.
 - c. Select **Prepare Reviews** from the **Other Functions** box. The **Panel Review System (PRS)** opens in a new window.
 - d. Follow the PRS instructions on completing a review.
 - **My Status**
 - a. Click the **My Status** tab.
 - b. Click the proposal number in the **Proposal Number** column.
 - c. Select **Prepare Reviews** from the **Other Functions** box. The **Panel Review System (PRS)** opens in a new window.
 - d. Follow the PRS instructions on completing a review.
 - **My Work**
 - a. Click the **My Work** tab.
 - b. Select **Prepare Reviews** from the **Other Functions** box. The **Panel Review System (PRS)** opens in a new window.
 - c. Follow the PRS instructions on completing a review.

See also:
Proposal Review

View Other Panelists' Proposal Reviews

After submitting your own proposal review, and your PO setting up the panel in this manner, you can view other panelists' proposal reviews as follows:

1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays.
4. Locate the **Click to Work On** section.
5. Click **Interactive Panel System**.
6. Continue one of the following routes:
 - **Panel Status**
 - a. Click the **Panel Status** tab.
 - b. Click the proposal number in the **Proposal Number** column.
 - c. Click the **Reviews** tab.
 - **My Status**
 - a. Click the **My Status** tab.
 - b. Click the proposal number in the **Proposal Number** column.
 - c. Click the **Reviews** tab.
 - **My Work**
 - a. Click the **My Work** tab.
 - b. Click the **Reviews** tab.

Prepare a Recommendation

If the PO has granted you permission, you can provide other panelists recommendations on the proposal being reviewed as follows:

1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays.
4. Locate the **Click to Work On** section.
5. Click **Interactive Panel System**.
6. Continue one of the following routes:
 - **Panel Status**
 - a. Click the **Panel Status** tab.
 - b. Click the proposal number in the **Proposal Number** column.
 - c. Select **Recommendations** from the **Other Functions** box.
 - d. Select the recommendation from the drop-down box in the Recommendation column.
 - e. Click the **Save Recommendations** button.
 - **My Status**
 - a. Click the **My Status** tab.
 - b. Click the proposal number in the **Proposal Number** column.
 - c. Select **Recommendations** from the **Other Functions** box.
 - d. Select the recommendation from the drop-down box in the Recommendation column.
 - e. Click the **Save Recommendations** button.
 - **My Work**
 - a. Click the **My Work** tab.
 - b. Select **Recommendations** from the **Other Functions** box.
 - c. Select the recommendation from the drop-down box in the Recommendation column.
 - d. Click the **Save Recommendations** button.

Note: Your Program Officer may prefer that you order the proposals instead of making recommendations; if so, you will use the **Ordering** column drop-down box instead of the **Recommendations** column drop-down box. Your Program Officer will provide instructions on what actions to take.

Write a Panel Summary

If you are a Scribe, you can create a Panel Summary as follows:

1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays.
4. Locate the **Click to Work On** section.
5. Click **Interactive Panel System**.
6. Continue one of the following routes:
 - **Panel Status**
 - a. Click the **Panel Status** tab.
 - b. Click the proposal number in the **Proposal Number** column.
 - c. Select **Summary** tab.
 - d. Type your Panel Summary text in the text box.
 - e. Click the **Save** button.
 - **My Status**
 - a. Click the **My Status** tab.
 - b. Click the proposal number in the **Proposal Number** column.
 - c. Select **Summary** tab.
 - d. Type your Panel Summary text in the text box.
 - e. Click the **Save** button.
 - **My Work**
 - a. Click the **My Work** tab.
 - b. Select **Summary** tab.
 - c. Type your Panel Summary text in the text box.
 - d. Click the **Save** button.

See also Proposal Review.

Submit a Panel Summary for Comment

If you are a Scribe and have a draft saved, you can release the Panel Summary draft to the panel for comments as follows:

1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays.
4. Locate the **Click to Work On** section.
5. Click **Interactive Panel System**.
6. Continue one of the following routes:
 - **Panel Status**
 - a. Click the **Panel Status** tab.
 - b. Click the proposal number in the **Proposal Number** column.
 - c. Select **Summary** tab.
 - d. Click the **Submit Draft for Comment** comment.
 - **My Status**
 - a. Click the **My Status** tab.
 - b. Click the proposal number in the **Proposal Number** column.
 - c. Select **Summary** tab.
 - d. Click the **Submit Draft for Comment** comment.
 - **My Work**
 - a. Click the **My Work** tab.
 - b. Select **Summary** tab.
 - c. Click the **Submit Draft for Comment** comment.

View a Panel Summary

If your Scribe has released the Panel Summary for comments or final approval, you can view the summary as follows:

1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays.
4. Locate the **Click to Work On** section.
5. Click **Interactive Panel System**.
6. Continue one of the following routes:
 - **Panel Status**
 - a. Click the **Panel Status** tab.
 - b. Click the proposal number in the **Proposal Number** column.
 - c. Select **Summary** tab. The Panel Summary displays.
 - **My Status**
 - a. Click the **My Status** tab.
 - b. Click the proposal number in the **Proposal Number** column.
 - c. Select **Summary** tab. The Panel Summary displays.
 - **My Work**
 - a. Click the **My Work** tab.
 - b. Select **Summary** tab. The Panel Summary displays.

Submit a Panel Summary for Final Approval

If you are a Scribe and have a draft saved or have received comments from the panel on your panel summary draft, you can release the Panel Summary to the panel for final approval as follows:

1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays.
4. Locate the **Click to Work On** section.
5. Click **Interactive Panel System**.
6. Continue one of the following routes:
 - **Panel Status**
 - a. Click the **Panel Status** tab.
 - b. Click the proposal number in the **Proposal Number** column.
 - c. Select **Summary** tab.
 - d. Click the **Submit Draft for Final Approval** comment.
 - **My Status**
 - a. Click the **My Status** tab.
 - b. Click the proposal number in the **Proposal Number** column.
 - c. Select **Summary** tab.
 - d. Click the **Submit Draft for Final Approval** comment.
 - **My Work**
 - a. Click the **My Work** tab.
 - b. Select **Summary** tab.
 - c. Click the **Submit Draft for Final Approval** comment.

Approve a Panel Summary

If the panel Scribe has made the Panel Summary available for review or final approval, you can approve the summary, if required, in one of the following three ways:

Method 1 - From the Summary Tab

1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays.
4. Locate the **Click to Work On** section.
5. Click **Interactive Panel System**.
6. Continue one of the following routes:
 - **Panel Status**
 - a. Click the **Panel Status** tab.
 - b. Click the proposal number in the **Proposal Number** column.
 - c. Select the **Summary** tab.
 - d. Note your name in the **Approval Needed** list.
 - e. Click the **Approve** button.
 - **My Status**
 - a. Click the **My Status** tab.
 - b. Click the proposal number in the **Proposal Number** column.
 - c. Select the **Summary** tab.
 - d. Note your name in the **Approval Needed** list.
 - e. Click the **Approve** button.
 - **My Work**
 - a. Click the **My Work** tab.
 - b. Select the **Summary** tab.
 - c. Note your name in the **Approval Needed** list.
 - d. Click the **Approve** button.

Method 2 - From the Other Functions

1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays.
4. Locate the **Click to Work On** section.
5. Click **Interactive Panel System**.
6. Continue one of the following routes:
 - **Panel Status**
 - a. Click the **Panel Status** tab.
 - b. Click the proposal number in the **Proposal Number** column.
 - c. Select the **Approve All Summ.** in the **Other Functions** box.
 - c. Select the proposal(s) you want to approve a panel summary for.
 - d. Click the **Approve Selection** button.
 - **My Status**
 - a. Click the **My Status** tab.
 - b. Click the proposal number in the **Proposal Number** column.
 - c. Select the **Approve All Summ.** in the **Other Functions** box.

- c. Select the proposal(s) you want to approve a panel summary for.
 - d. Click the **Approve Selection** button.
- **My Work**
 - a. Click the **My Work** tab.
 - b. Select the **Approve All Summ.** in the **Other Functions** box.
 - c. Select the proposal(s) you want to approve a panel summary for.
 - d. Click the **Approve Selection** button.

Method 3 - From the Other Functions Tab (Approving All Summaries)

1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays.
4. Locate the **Click to Work On** section.
5. Click **Interactive Panel System**.
6. Continue one of the following routes:
 - **Panel Status**
 - a. Click the **Panel Status** tab.
 - b. Click the proposal number in the **Proposal Number** column.
 - c. Select the **Approve All Summ.** in the **Other Functions** box.
 - d. Click the **Approve All** button.
 - **My Status**
 - a. Click the **My Status** tab.
 - b. Click the proposal number in the **Proposal Number** column.
 - c. Select the **Approve All Summ.** in the **Other Functions** box.
 - d. Click the **Approve All** button.
 - **My Work**
 - a. Click the **My Work** tab.
 - b. Select the **Approve All Summ.** in the **Other Functions** box.
 - c. Click the **Approve All** button.

See also Proposal Review.

Print a Panel Summary

If you are a Scribe, you can print out a Panel Summary as follows:

1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays.
4. Locate the **Click to Work On** section.
5. Click **Interactive Panel System**.
6. Continue one of the following routes:
 - **Panel Status**
 - a. Click the **Panel Status** tab.
 - b. Click the proposal number in the **Proposal Number** column.
 - c. Select **Summary** tab.
 - d. Click the **Print** button.
 - **My Status**
 - a. Click the **My Status** tab.
 - b. Click the proposal number in the **Proposal Number** column.
 - c. Select **Summary** tab.
 - d. Click the **Print** button.
 - **My Work**
 - a. Click the **My Work** tab.
 - b. Select **Summary** tab.
 - c. Click the **Print** button.

Update Personal Information in IPS

After accepting to be a part of your first panel, the following demographic information that you provided to the National Science Foundation (NSF) is stored in FastLane:

- Race
- Ethnicity
- Citizenship
- Gender
- Disability

You can update your personal information from IPS as follows:

1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays.
4. Locate the **Click to Work On** section.
5. Click **Interactive Panel System**.
6. Continue one of the following routes:
 - **Panel Status**
 - a. Click the **Panel Status** tab.
 - b. Click the proposal number in the **Proposal Number** column.
 - c. Select **Name/Addr Info** from the **Other Functions** box. The PRS **Reviewer's Information** screen opens in another window.
 - d. Complete the PRS instructions for Changing Your Personal Information to finish changes to your personal information from IPS.
 - **My Status**
 - a. Click the **My Status** tab.
 - b. Click the proposal number in the **Proposal Number** column.
 - c. Select **Name/Addr Info** from the **Other Functions** box. The PRS **Reviewer's Information** screen opens in another window.
 - d. Complete the PRS instructions for Changing Your Personal Information to finish changes to your personal information from IPS.
 - **My Work**
 - a. Click the **My Work** tab.
 - b. Select **Name/Addr Info** from the **Other Functions** box. The PRS **Reviewer's Information** screen opens in another window.
 - c. Complete the PRS instructions for Changing Your Personal Information to finish changes to your personal information from IPS.

Interact with the Panel

The Interactive Panel System (IPS) is designed for real-time proposal reviewing. While logged in, you can be notified when another panelist has performed an action (e.g., posted a comment) as follows:

1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays.
4. Locate the **Click to Work On** section.
5. Click **Interactive Panel System**.
6. Continue one of the following routes:
 - **Panel Status**
 - a. Click the **Panel Status** tab.
 - b. When the **History** box flashes, expand it to see a History of panelist actions.
 - **My Status**
 - a. Click the **My Status** tab.
 - b. When the **History** box flashes, expand it to see a History of panelist actions.
 - **My Work**
 - a. Click the **My Work** tab.
 - b. When the **History** box flashes, expand it to see a History of panelist actions.

Provide Feedback on IPS

You can provide the National Science Foundation (NSF) feedback on IPS as follows:

1. Access FastLane by pointing your browser to www.fastlane.nsf.gov
2. Click **Panelist Functions**. The **Panelist Functions** screen displays.
3. Log in to the Panelist Functions with the initial log on information provided by your Program Officer (PO). The **Panelist System Selection** screen displays.
4. Locate the **Click to Work On** section.
5. Click **Interactive Panel System**.
6. Continue one of the following routes:
 - **Panel Status**
 - a. Click the **Panel Status** tab.
 - b. Click the proposal number in the **Proposal Number** column.
 - c. Select **General Comments** from the **Other Functions** box.
 - d. Type your comments in the box.
 - e. Select the **Yes** radio button.
 - f. Click the **Save** button.
 - g. Click the **OK** button from the confirmation box.
 - **My Status**
 - a. Click the **My Status** tab.
 - b. Click the proposal number in the **Proposal Number** column.
 - c. Select **General Comments** from the **Other Functions** box.
 - d. Type your comments in the box.
 - e. Select the **Yes** radio button.
 - f. Click the **Save** button.
 - g. Click the **OK** button from the confirmation box.
 - **My Work**
 - a. Click the **My Work** tab.
 - b. Select **General Comments** from the **Other Functions** box.
 - c. Type your comments in the box.
 - d. Select the **Yes** radio button.
 - e. Click the **Save** button.
 - f. Click the **OK** button from the confirmation box.

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