INSTRUCTIONS FOR DAY OF PANEL

On the day of the panel, panelists use IPS to access reviews and proposals as well as write, edit, comment on, and approve panel summaries. To access IPS, go to the FastLane home page at https://www.fastlane.nsf.gov/.

1. From the FastLane home page, click on the “Panelist Functions” tab.

2. Log into the system using the Panel ID and the password that you created for this meeting when you logged in to register for the meeting.

3. After you’ve logged in, you will be directed to a page titled Panelist System Selection. Scroll down to the “Click to work on” menu at the bottom of the page.

4. Verify that you can see the Panel Status Work Space for your panel. When the meeting begins, your program officer or staff will provide a walk-through of the IPS system and the features that you will be using during your panel/meeting. If you are not able to access this page or encounter other technical problems, please contact FastLane User Assistance at fastlane@nsf.gov or (800) 673-6188.

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