

# INSTRUCTIONS FOR INTERACTIVE PANEL SYSTEM (IPS)



## 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.

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  
[Panelist Login Help](#)  
[About Panel Review Proposal](#)

Panelist Functions  
 Log in for the following perm  
**Alert: Computer Scan** and Panelists. **Log In**

**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.

**Log In**

If you are using a screen reader please check this box to disable the automatic refresh function:

Panel ID:

Panelist Last Name:   
 (Admin. Users: Use your User ID)  
[Privacy Act](#)

Password:   
 (Admin. Users: Use your Password)

**Log In** [Forgot Password?](#)

**Panel ID and Password.**

**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.

Select **Interactive Panel System** from the menu.

**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](mailto:fastlane@nsf.gov) or (800) 673-6188.

**Panel Status Work Space.**

**Note:** If you lose or forget your password, you can contact your program office to request another temporary password be sent to you via email.

Interactive Panel System: Workload

Panel: P189999 User: Ng, Lin Who Needs to Approve the Summary: NSF Only (At Least One)

Discuss Order	Proposal Number	Principal Investigator (PI)	Institution	Scribe	Review Ratings	Recommendation	Comments Last Updated By	Who Needs to Approve	Summary Status
1	179999	Doe, Jane M.	University of XYZ	Rodriguez, John A.	G, R, R, R			NSF Only (At Least One)	