

# INSTRUCTIONS FOR MEETING SIGN-IN



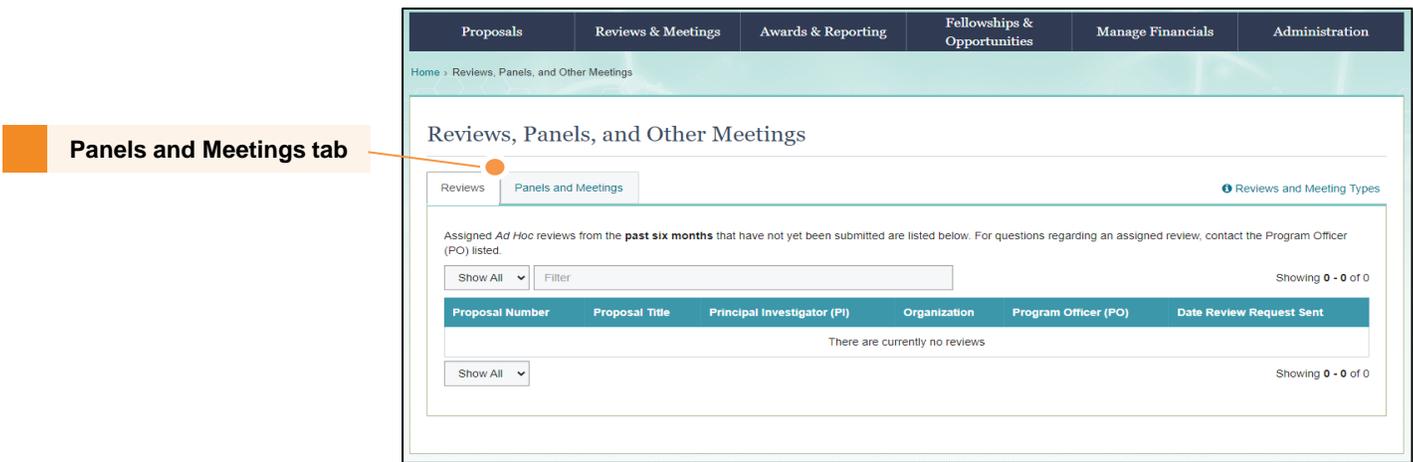
NSF Federal Advisory Committee Act (FACA) meeting participants are required to sign in and record their meeting attendance daily using the Meeting Sign-in function. **This guide will walk you through the meeting sign-in steps.**

- You must have completed the one-time process to provide reviewer profile information before you can sign into the meeting. View the [Provide Reviewer Profile Information](#) video and refer to the [Research.gov Account Management Reviewer](#) page for more information.
- To access Meeting Sign-in, you must sign into Research.gov at [www.research.gov](http://www.research.gov) with your selected Research.gov multifactor authentication (MFA) method; click the Reviews, Panels, and Other Meetings link; and then follow the instructions below.
- For additional information about Research.gov MFA, please visit the [About Signing Into Research.gov](#) page.
- See the NSF.gov [Meetings at NSF](#) page for a walk-through of all steps in Research.gov for meeting participants.

**1** Sign into [Research.gov](#) with selected MFA method and then click on the “Reviews, Panels, and Other Meetings” link to be navigated to the “Reviews, Panels, and Other Meetings” page.



**2** Select the Panels and Meetings tab on the Reviews, Panels, and Other Meetings page.



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- 3 Under the Panels and Meetings tab, locate your panel or meeting and click the corresponding Meeting ID in the Meeting ID column.

Meeting ID column

Reviews Panels and Meetings Reviews and Meeting Type

Select a Meeting ID below to register or check-in for the meeting, prepare your review, join your virtual meeting, or submit information for travel or reimbursement. Meetings are listed for **one year** following the meeting. For questions regarding a meeting, contact the Program Officer (PO) listed.

Show All All Meetings Filter Showing 1 - 5 of 5

Meeting ID	Meeting Name	Program Officer (PO)	Meeting Status	Meeting Date(s)
P242646	Panel: Meeting after ACPT refresh	[blurred]	Active	07/05/2024 - 07/26/2024
P242656	Panel: FLTR SSO - Current Meeting	[blurred]	Active	06/28/2024 - 07/19/2024
P242657	Panel: FLTR SSO - Future Meeting	[blurred]	Upcoming	07/31/2024 - 08/08/2024
P242655	Panel: FLTR SSO - Past Meeting	[blurred]	Past	06/24/2024 - 06/27/2024
P242650	Panel: Past Meeting after ACPT refresh	[blurred]	Past	06/24/2024 - 06/25/2024

- 4 You are navigated to the meeting details page with steps prior to and on the day of the meeting and following. Click on the Meeting Attendance Check-In link under Day of the Meeting and Following for meeting sign-in.

### Meeting: Panel - P242656

**Name:** FLTR SSO - Current Meeting  
**Type:** Meeting: Panel  
**Meeting Date(s):** 06/28/2024 - 07/19/2024  
**Program Officer:** [blurred]

Meeting Status: Active

**Helpful Links**

- Meetings at NSF Help
- Virtual Panelist Survey
- Guidance for Reviewers of CAREER Proposals

**Steps for the Meeting**

**Prior to the Meeting**

- Review legal notices: Merit Review Principles, Merit Review Criteria, and Privacy Act and Public Burden Statements
- Register** for Meeting, provide banking information for **reimbursement**, and make **travel arrangements**: Travel and Reimbursement
- Download Conflicts of Interest Form 1230P
- Access proposals and prepare reviews: Proposal Evaluation System

**Day(s) of the Meeting and Following**

- Check into the meeting daily: Meeting Attendance Check-In
- Prepare reviews and summaries: Proposal Evaluation System

Meeting Attendance Check-in link

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**5** Review your Reimbursement Profile and complete the meeting sign-in process as outlined in the five steps below.



[Sign Out \(Home\)](#) | [Contact](#) | [Meetings at NSF Help](#) | [About](#)

**Meeting Sign-in**
Participant Name:  Meeting ID: P242656

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

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.

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

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

**Transportation:**

**How did you travel to the meeting:** **C**

Personally Owned Vehicle  
 Local Transportation

NSF Purchased Commercial Air/Rail  
 Other

Self Purchased Commercial Air/Rail  
 Not Applicable

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

Personally Owned Vehicle  
 Local Transportation

NSF Purchased Commercial Air/Rail  
 Other

Self Purchased Commercial Air/Rail  
 Not Applicable

**Meeting Attendance:**

MEETING DATE	Attendance Type	Signed In
06/28/2024	Not Available	No
06/29/2024	Not Available	No
06/30/2024	Not Available	No
07/01/2024	Not Available	No
07/15/2024	<b>D</b> <input type="text" value="Select an attendance type"/>	No
07/16/2024	Not Available	No
07/17/2024	Not Available	No
07/18/2024	Not Available	No
07/19/2024	Not Available	No

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

Sign-in
**E**

- A. Review your Reimbursement Profile. The Meeting Sign-in screen displays your current registration status as well as the type of reimbursement for which you are eligible. This status was determined when you registered for the meeting in Research.gov. To access the meaning of a term, click on the corresponding link.
- B. If your reimbursement profile is incorrect, click the link to update your answers to the registration questions.
- C. Select your mode of transportation to and from the meeting.
- D. Select your Attendance Type for the current day.
- E. Click Sign-in to complete the meeting process for that day.

The system will display a confirmation message. You can close the tab or window to return to the meeting details page.

**Questions?**

- For IT system-related questions, please contact the NSF IT Service Desk at 1-800-381-1532 (7:00 AM – 9:00 PM Eastern Time; Monday – Friday except federal holidays) or [rgov@nsf.gov](mailto:rgov@nsf.gov).