## TRAVEL AND REIMBURSEMENT SYSTEM



All panelists and Federal Advisory Committee Act (FACA) meeting participants must complete a one-time process to provide reviewer profile information and register for their meeting in the Travel and Reimbursement System prior to the meeting. **This guide will walk you through the meeting registration steps.** 

- You must have completed the one-time process to provide reviewer profile information before you can register for the meeting. Follow the instructions in the email sent to you by NSF program staff to complete the reviewer profile process. View the <u>Provide Reviewer Profile Information</u> video and refer to the <u>Research.gov Account Management Reviewer</u> page for more information
- To access the Travel and Reimbursement System, you must sign into Research.gov at <u>www.research.gov</u> with your selected Research.gov multifactor authentication (MFA) method; click the Reviews, Panels, and Other Meetings link, and 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.

Sign into <u>Research.gov</u> 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.

				Reviews, Pane Other Meeting	els and gs link
Proposals	Reviews & Meetings	Awards & Reporting	Fellowships & Opportunities	Manage Financials	Administration
To access restricted fe	eatures, add a role				
Proposals Prepare and Submit Proposals (Letters of Intent, Preliminary, Full, Renewal, Postdoctoral Fellowships and SBIR/STTR) Demo Site: Prepare Proposals (Training) Proposal Status		Reviews & Meeti Reviews, Panels, and Oth (Panels, Ad Hoc Reviews,	ngs er Meetings	Awards & Reportin Project Reports Demo Site: Project Reports	g (Training)
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				Life Balance) Demo Site: Supplemental F	unding Requests

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

Home > Reviews, Panels, and C					
	Other Meetings				
Reviews, Pane	els, and Other	Meetings			
Reviews Panels an	d Meetings			0	Reviews and Meeting Types
Assigned Ad Hoc review (PO) listed.	ws from the <b>past six months</b>	; that have not yet been submitted	are listed below. For questions reg	arding an assigned review, conta	ct the Program Officer Showing <b>0 - 0</b> of 0
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## TRAVEL AND REIMBURSEMENT SYSTEM



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



You are navigated to the meeting details page with steps for prior to and on the day of the meeting and following. Click on the Travel and Reimbursement link under Prior to the Meeting steps.

Meeting: F	Panel - P242	2656		
Name: Type: Meeting Date(s): Program Officer:	FLTR SSO - Current Meeting Meeting: Panel s): 06/28/2024 - 07/19/2024 er:		Meeting Status: Active	
Helpful Links Meetings at NSF Hel	p 🗗	Steps for the Meeting		
Virtual Panelist Survey 2 Prior to the Meeting		Prior to the Meeting		
☐ Guidance for Reviewers of CAREER Proposals ☑		Review legal notices: Merit Review Principles, Merit Review Criteria, and Privacy Act and Public Register for Meeting, provide banking information for reimbursement, and make travel arrange Download Conflicts of Interest Form 1230P 2	Travel and Reimbursement link	
		Access proposals and prepare reviews: Proposal Evaluation System		
		Day(s) of the Meeting and Following		
		Check into the meeting daily: Meeting Attendance Check-In C		
		Prepare reviews and summaries: Proposal Evaluation System I		

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You are navigated to the Travel and Reimbursement main page.

NSF has created a Reviewer orientation video to assist you in completing the proposal review process. View this video first if you have not viewed it in the previous 12 months.

Proceed to register for the meeting. The meeting registration process includes two steps:

- Step 1: Answer the participant registration questions.
- Step 2: Verify your personal banking information and provide travel details, as applicable.

Click the link labeled Step 1 Participant Registration Questions.

Research.gov	Sign Out (Home)   Contact   Heetings at RoT Help   Allowit		
Travel and Reimbursement   MAIN		Reviewer Orientation	
The second secon	Participant Name: Meeting ID:P242656	Video	
required for reimbursement and to make travel arrangements. Use of this system will expedite the processing of your travel reimbursement.	NSF has created an orientation video to assist you in completing the proposal review process. If you have not watched this video in the last 12 months, please watch		
To begin the process, we have a few questions you need to answer. If you have	the video before starting the review process.		
be able to assist you.	when you click the link to start the video, a window will appear requesting your name and email address. This information helps voir understand who has received the orientation. NSF staff should enter their NSF email address. During the video, you will also be asked to answer three simple quiz questions. If you have questions, please email parelyeeblend.cov.	Link to Participant	
The next screen will allow you to enter or update your home address and financial institution information for our financial system. This is required by the Debt Collection Improvement Act of 1986 to transmit your total comburgement electronically to the	Orientation video:	Pegistration	
institution of your choice. This law also requires that you provide your social security number.	The Art and Science of Reviewing Proposals C		
Your social security number will be in a secure database with limited access. Submission of this information is voluntary, however it is required for narment	You are required to validate your personal and banking information for each meeting you attend.	Questions (Step 1)	
It is a federal travel regulation that all travel arrangements must be made through NSF's travel agent via 855-896-7941 or <u>nsf⊕clazumanc.com</u>	In order for NSF to reimburse you, please complete the registration process by clicking on Step 2 below to validate your personal and banking		
	Information.	Link to Personal	
	STEP (V) Participant Registration Questions	Banking / Contact	
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		Information (Step 2)	

Complete the Participant Registration questions in Step 1, certify your responses, and follow the system prompts to complete Step 2 as applicable.

- Please answer all questions truthfully and certify your responses by clicking the Continue button at the bottom of the screen.
- Depending on your responses in Step 1, you will be prompted to complete Step 2 including verifying your Social Security Number and providing personal contact information and banking information. This information is required for NSF to process your reimbursement/compensation.

Research.gov	Sign that (blanes)   Context	Heetings at NSF Help   About	
Travel and Reimbursement   HAIN Pertraport Reprinting			
To begin the process, select YES or NO to answer the questions at right.	Participant Registration Questions		
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# FREQUENTLY ASKED QUESTIONS



### Why do I need to provide my Social Security Number?

If you answer **Yes** to the registration question "Do you have a Social Security Number?", the Travel & Reimbursement System will ask you to confirm your Social Security Number before reviewing or submitting your banking information. If you answer **No** to this question, the Travel & Reimbursement System will only allow you to confirm your review address history. This is also collected if NSF needs to send you a Form 1099.

### When and how do I fill out a Transportation Security Administration (TSA) form?

This form only appears for U.S. citizens or green card holder traveling by air. If you are not a federal employee, are not local, and are attending onsite (not virtually), the Travel & Reimbursement System provides an additional step so you can complete an online form to initiate travel arrangements. This includes a TSA traveler information form on which you can enter your redress and password numbers.

### How do I submit travel expenses?

You must be a U.S. citizen or green card holder, not be a federal employee, not be a local participant, be attending onsite (not virtually), answered **Yes** to traveling to the meeting via air or rail, registered for and signed into the meeting, and have submitted your personal contact and banking information.

You can edit your expense reimbursement submission until NSF begins processing the request. If you need to modify the request to submit more expenses, you must wait until NSF has completed processing your initial expenses and then you can submit additional personally owned vehicle (POV) expenses.