

TRAVEL AND REIMBURSEMENT SYSTEM



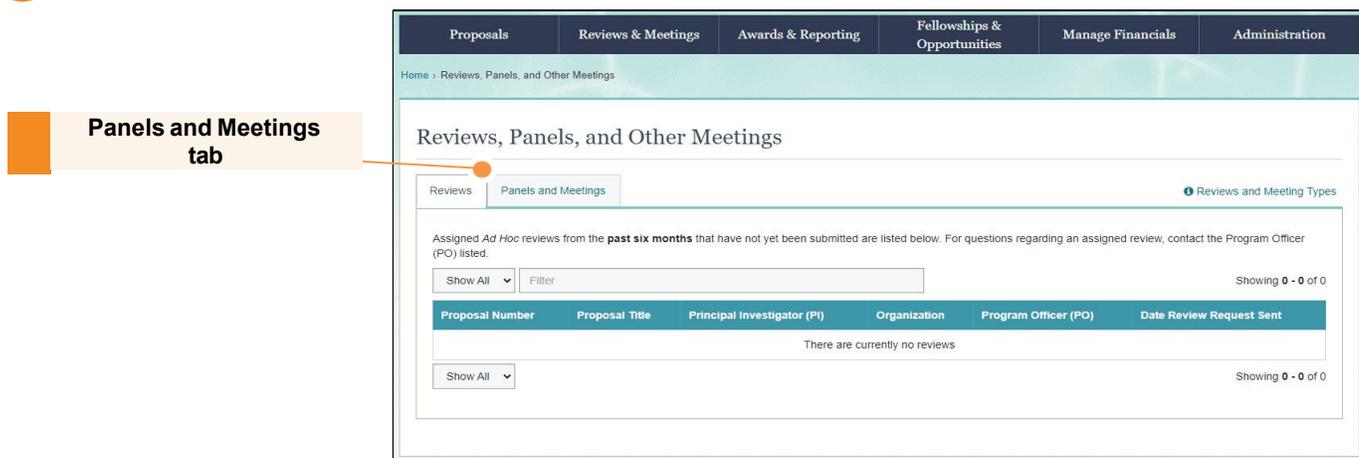
All panelists and Federal Advisory Committee Act (FACA) meeting participants must complete a one-time process to provide reviewer profile information and register for their meeting in the Travel and Reimbursement System prior to the meeting. **This guide will walk you through the meeting registration 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 [Provide Reviewer Profile Information](#) video and refer to the [Research.gov Account Management Reviewer](#) page for more information
- To access the Travel and Reimbursement System, you must sign into Research.gov at www.research.gov 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.

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

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: 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

Travel and Reimbursement link

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5 You are navigated to the Travel and Reimbursement main page.

Non-GRFP Reviewers: 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.

Reviewer Orientation Video. Not applicable to GRFP reviewers.

Link to Participant Registration Questions (Step 1)

Link to Personal Banking / Contact Information (Step 2)

6 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.

Certification



1 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.

2 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.

3 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.