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, Panels and Other Meetings link					
Proposals	Reviews & Meetings	Awards & Reporting	Fellowships & Opportunities	Manage Financials	Administration
To access restricted fea Proposals Prepare and Submit Pr (Letters of Intent, Preli Postocctoral Fellowshi Demo Site: Prepare Pr Proposal Status A	roposals minary, Full, Renewal, ips and SBIR/STTR)	Reviews & Meet Reviews, Panels, and Oth (Panels, <i>Ad Hoc</i> Reviews, Committees of Visitors, Si Subcommittees)	er Meetings Advisory Committees,	Awards & Reporting Project Reports @ Demo Site: Project Reports of Notifications & Requests @ Award Documents @ Supplemental Funding Requer Life Balance)	(Training)

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

	Proposals	Reviews & Meetings	Awards & Reporting	Fellowships & Opportunities	Manage Financials	Administration
	Home > Reviews, Panels, and Ot	ther Meetings				
Panels and Meetings tab	Reviews, Pane	els, and Other M	leetings			
	Reviews Panels and	d Meetings				Reviews and Meeting Type
	Assigned <i>Ad Hoc</i> review (PO) listed.	· ·	at have not yet been submitted	I are listed below. For questions	regarding an assigned review, con	tact the Program Officer Showing 0 - 0 of 0
	Proposal Number	Proposal Title Pri	ncipal Investigator (PI)	Organization Progr	am Officer (PO) Date Rev	riew Request Sent
	There are currently no reviews					
	Show All 🗸					Showing 0 - 0 of 0

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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 - Currer Meeting: Panel 06/28/2024 - 07/19/	-	Meeting Status: Active	
Helpful Links Meetings at NSF Hel	p 🗗	Steps for the Meeting		
Virtual Panelist Surve	·	Prior to the Meeting		
B Guidance for Revi Proposals I ■	ewers of CAREER	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 arrang Download Conflicts of Interest Form 1230P [2]		Travel and Reimbursement link
		Access proposals and prepare reviews: Proposal Evaluation System C		
		Day(s) of the Meeting and Following		
		Check into the meeting daily: Meeting Attendance Check-In C		
		Prepare reviews and summaries: Proposal Evaluation System 2		

TRAVEL AND REIMBURSEMENT SYSTEM



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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 (Nome) Contact Meetings at NSY Help About		
Travel and Reimbursement MAIN		Reviewer Orientation	
This website will enable you to input personal and banking information	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 menting, please watch		
To begin the process, we have a few questions you need to answer. If you have questions, please contact the following meeting contact, pbhardwa@nsf.gov who will	the video before starting the review process. When you click the link to start the video, a window will appear requesting your name and email address. This information helps NSF understand who has received the		
be able to assist you.	please email pandwebgmd.gov.	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 1996 to transmit your total reimbursement electronically to the	Orientation video:	Registration	
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 payment.	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>nst@ciazumano.com</u>	In order for NSF to reimburse you, please complete the registration process by clicking on Stap-2 before to validate your personal and banking		
		Link to Personal	
	STEP (2) Participant Registration Questions	Banking / Contact	
		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 Out (Hame) Contact P	Meetings at NSF Help About	
ONLINE GRANTS MANAGEMENT FOR THE NSF COMMUNITY			
Travel and Reimbursement MAIN			
Participant Registration			
To begin the process, select YES or NO to answer the questions at right.	3 Participant Registration Questions		
Participants who do not have an account with a US Financial Institution will not	Participant Name:	Type: Unassigned	
be reimbursed electronically.	1. Do you have a U.S. Social Security number?	O YES O NO	
Participants who live in the US are required to provide banking information or they will not be paid.	2. Are you a U.S. Federal Government Employee?	○ YES ○ NO	
If you have questions, please contact the following meeting contact,	Definition of Federal Participant		
<pre>otrusr1@nsf.gov who will be able to assist you.</pre>	3. Are you a local participant?	O YES O NO	
	Definition of Local Participant		
	4. Are you a Virtual Participant?	O YES O NO	
	Definition of Virtual Participant 5. Are you a U.S. citizen or a permanent resident (green card holder)?	⊖ yes ⊖ No	
	Are you a U.s. onzen or a permanent resource (green caro noner// S. Is your home address located in the United States?		
		O YES O NO	
	 Do you have an account with a U.S. Financial Institution? Definition of U.S. Financial Institution 	O YES O NO	
	B. Will you be traveling to this meeting via commercial air or rail?	O YES O NO	
	Note: You must arrange your commercial air or rail ticket through the NSF's travel agent.	O YES O NO	
	9. Americans with Disabilities Act		
	A. Will you require a disbility related reasonable accommodation to participate in the meeting, such as on American Sign Language (423). However, the same the second s	O YES ◯ NO	
	B. Do you have a medical condition that requires airfare other than a standard coach seat (e.g., first class, builkhead, or other special accommodation) or ground transportation other than taxil? Your request will be processed by MSP's Office of Equity and CuVR Rights (OECR) in mithin you will have to supply a current note from a competent incensed medical professional to validate your requirement. This information using the kept confidential within OECR.		
	Note: the above questions apply only to individuals with qualified disabilities.		
	More Information		
	Certification: By selecting the checkbar, I hereby certify that I am NOT a <u>Endersh's Resistered Labbyist</u> . OR I have ceased active labbying as reflected in a filed or I have been de-lated by my employee; or I have been aboet from a quarterly labbying report for three consecutive quarters.	l bona fide de-registration,	 Certificat
	By clicking Continue, I hereby certify that I have answered all the questions above truthfully to the best of my knowledge.	Continue Cancel	

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.