

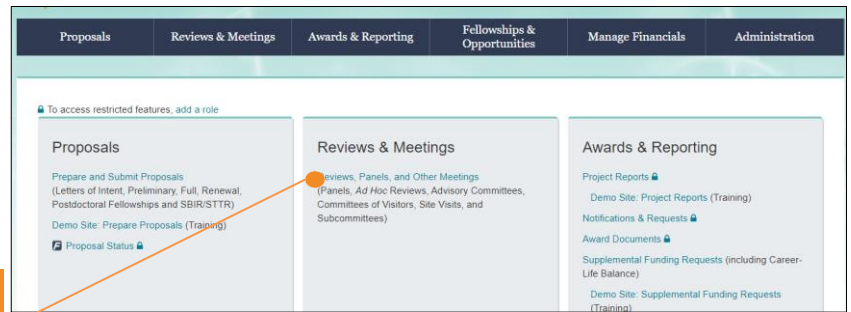
INSTRUCTIONS FOR MEETING SIGN-IN



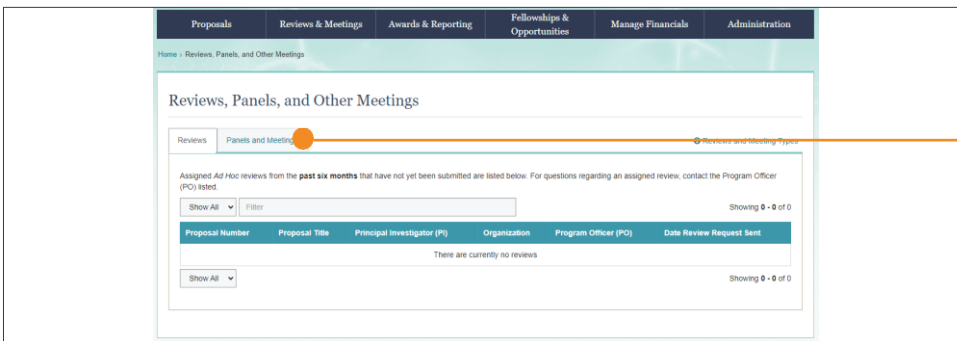
NSF Federal Advisory Committee Act (FACA) meeting participants are required to sign in and record their meeting attendance daily in Meeting Sign-in. You must have completed the one-time process to provide reviewer profile information to sign into the meeting. View the [Provide Reviewer Profile Information](#) video and refer to the [Research.gov Account Management Reviewer](#) page for more information. To access Meeting Sign-in, you will need to log in to the Research.gov homepage at www.research.gov, click the Reviews, Panels, and Other Meetings link, and then follow the instructions below.

- 1 Log in to the [Research.gov](#) homepage, 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

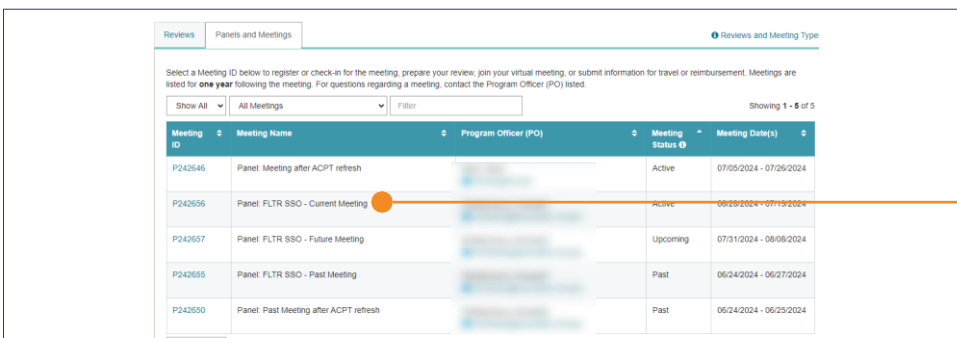


- 2 In the Reviews, Panels, and Other Meetings screen, click Panels and Meetings:



Panels and Meetings

- 3 In the Panels and Meetings tab, find and click the panel or meeting you need:



Specific panel

INSTRUCTIONS FOR MEETING SIGN-IN



- After clicking on the panel or meeting, you are taken to the meeting details page with instructions and links.

Meeting: Panel - P242656

Name: FLTR 850 - Current Meeting
 Type: Meeting, Panel
 Meeting Date(s):
 Program Officer:

Meeting Status: Active

Helpful Links
[Meetings at NSF Help](#)
[Virtual Register Survey](#)
[Guidance for Reviewers of CAREER Proposals](#)

Steps for the Meeting
Prior to the Meeting
 Review legal notices, Meet Review Principles, Meet 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](#)

Click Meeting Attendance Check-in.

- Review your Reimbursement Profile and complete the sign-in process.

Step 1.

Step 2.

Step 3.

Step 4.

Step 5.

- Review your Reimbursement Profile.
 The Meeting Sign-in screen will display 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. For more information on the meaning of a term, click on the corresponding hyperlink.
- If your reimbursement profile is incorrect, click the link to update your answers to the registration questions.
- Select your mode of transportation to and from the meeting.
- Select your Attendance Type for the current day.
- 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.