

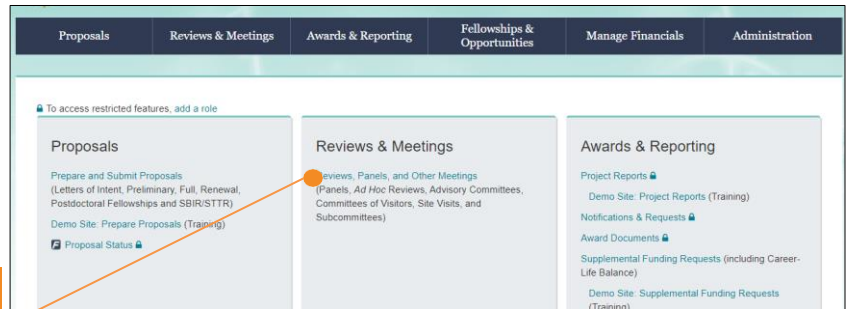
TRAVEL AND REIMBURSEMENT SYSTEM



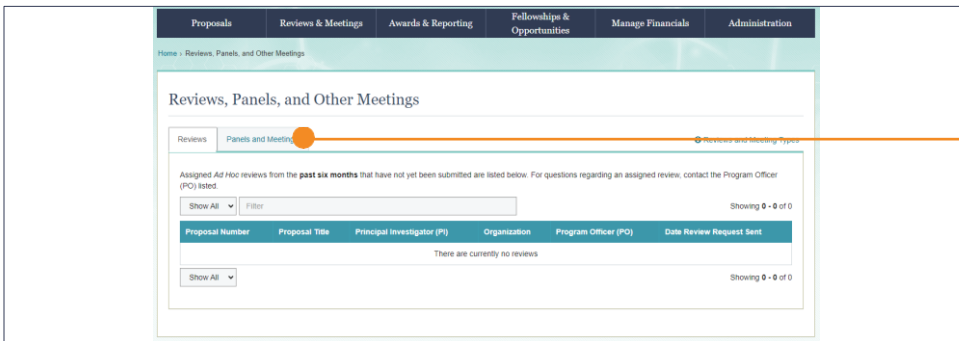
All panelists and Federal Advisory Committee Act (FACA) meeting participants must complete a one-time process to provide reviewer profile information and register for their meeting in the Travel and Reimbursement system prior to the meeting. Follow the instructions in the email sent to you by program staff to initiate the reviewer registration 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 will need log in to the Research.gov homepage at www.research.gov, click the Reviews, Panels, and Other Meetings link, and follow the instructions below. View the Tips for Reviewers video for additional guidance: <https://tipsforreviewers.nsf.gov>.

- 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

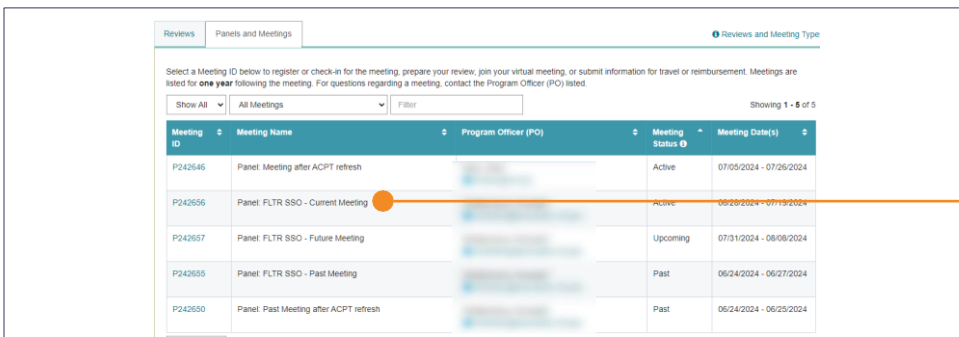


- 2 In the Reviews, Panels, and Other Meetings screen, click Panels and Meetings:



Panels and Meetings

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



Specific panel

TRAVEL AND REIMBURSEMENT SYSTEM



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

Click Travel and Reimbursement.

5 You will be directed to a page titled Travel and Reimbursement | MAIN.

There are two steps to the meeting registration process. In Step 1, you will answer the Participant Registration Questions. In Step 2, you will verify your personal banking information and provide travel details, if applicable.

Note: NSF has created a Reviewer Orientation Briefing video to assist you in completing the proposal review process. Click on this button to view this video first if you have not viewed it in the past 12 months. Otherwise, skip to Step 1 of the registration process. Click on the link labeled Step 1 “Participant Registration Questions.”

6 After clicking on the link for Step 1, you will be directed to the Participant Registration Questions where you will complete the Participant Registration questionnaire. Please answer all questions truthfully and certify by clicking on Continue. In Step 2, in the screens that follow, if applicable, you will be asked to verify your Social Security Number and provide personal contact information and banking information. This information is required so that NSF may process your reimbursement/compensation.

Note: For more detailed instructions about registering using Travel and Reimbursement, go to "Meetings at NSF" at <https://new.nsf.gov/about/meetings> and select your type of visit.