



FastLane Help System

Proposal Review

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Introduction

Proposal Review Introduction

The National Science Foundation strives to invest in a robust and diverse portfolio of projects that creates new knowledge and enables breakthroughs in understanding across all areas of science and engineering research and education. To identify which projects to support, NSF relies on a merit review process that incorporates consideration of both the technical aspects of a proposed project and its potential to contribute more broadly to advancing NSF's mission "to promote the progress of science; to advance the national health, prosperity, and welfare; to secure the national defense; and for other purposes."

NSF makes every effort to conduct a fair, competitive, transparent merit review process for the selection of projects. Reviews play a key role in our evaluation of research proposals.

NSF has identified Merit Review Principles that provide the basis and context for the Merit Review Criteria. We ask that these principles be given due diligence by reviewers when reviewing and evaluating proposals.

Prepare and submit your proposal review through FastLane. In the Proposal Review Form, we ask for you to do the following:

- Provide an overall rating of the proposal.
- Comment in detail on the quality of the proposal, identifying the proposal's strengths and weaknesses for each NSF Merit Review Criterion:
 - The intellectual merit of the proposed activity
 - The broader impacts of the proposed activity

The following elements should be considered in the review for both criteria:

1. What is the potential for the proposed activity to:
 - a. advance knowledge and understanding within its own field or across different fields (Intellectual Merit); and
 - b. benefit society or advance desired societal outcomes (Broader Impacts)?
 2. To what extent do the proposed activities suggest and explore creative, original, or potentially transformative concepts?
 3. Is the plan for carrying out the proposed activities well-reasoned, well-organized, and based on a sound rationale? Does the plan incorporate a mechanism to assess success?
 4. How well qualified is the individual, team, or institution to conduct the proposed activities?
 5. Are there adequate resources available to the PI (either at the home institution or through collaborations) to carry out the proposed activities?
- Comment in detail on the quality of the proposal with respect to any additional solicitation-specific criteria, if applicable.
 - Provide a summary statement that describes your overall assessment of the proposal based on the review criteria.

The Proposal Review Form also asks you to do the following:

- Indicate any potential conflicts of interest that you might have in evaluating the proposal (optional if no conflict of interest exists).
- Recommend any other qualified reviewers for this proposal (optional).

See Note to Reviewers of Career Proposals if you are reviewing a proposal for the NSF Careers Program.

As of reviewer, you are obligated to maintain the confidentiality of both the proposal you are reviewing and also your review.

To begin preparing a review, see Log In to Proposal Review and Prepare a Proposal Review.

Thank you for your help in evaluating a proposal. Reviews are important to NSF's evaluation of proposals and provide important feedback to the Principal Investigators. We appreciate the time and thought that go into preparing them.

NSF Merit Review Criteria for Proposals

When evaluating NSF proposals, reviewers should consider what the proposers want to do, why they want to do it, how they plan to do it, how they will know if they succeed, and what benefits could accrue if the project is successful. These issues apply both to the technical aspects of the proposal and the way in which the project may make broader contributions. To that end, reviewers are asked to evaluate all proposals against two criteria:

- **Intellectual Merit:** The intellectual Merit criterion encompasses the potential to advance knowledge; and
- **Broader Impacts:** The Broader Impacts criterion encompasses the potential to benefit society and contribute to the achievement of specific, desired societal outcomes.

The following elements should be considered in the review for both criteria:

1. What is the potential for the proposed activity to
 - a. advance knowledge and understanding within its own field or across different fields (Intellectual Merit); and
 - b. benefit society or advance desired societal outcomes (Broader Impacts)?
2. To what extent do the proposed activities suggest and explore creative, original, or potentially transformative concepts?
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5. Are there adequate resources available to the PI (either at the home institution or through collaborations) to carry out the proposed activities?

Merit Review Criteria Letter

For the Dear Colleague Letter for reviews, see NSF Merit Review – Dear Colleague Letter. (This link takes you out of the FastLane system.)

Obligation for Confidentiality

For both *ad hoc* and panel reviewers:

NSF receives proposals in confidence and protects the confidentiality of their contents. As a reviewer, you are obligated to maintain the confidentiality of both the proposal you are reviewing and also of your review.

Please observe the following practices to maintain this confidentiality:

- Do not copy, quote from, or otherwise use or disclose to anyone, including your graduate students or postdoctoral or research associates, any material from any proposal you are asked to review.
- If you believe a colleague can make a substantial contribution to the review, please obtain permission from the NSF Program Officer *before* disclosing either the contents of the proposal or the name of any proposer or Principal Investigator.
- When you have completed your review, *be certain to destroy the proposal and/or delete any electronic correspondence or files related to the proposal.*
- Safeguard the six-character alphanumeric PIN or the password that NSF has assigned to this proposal-reviewer or panel ID-panelist combination.

NSF keeps reviews and your identity as a reviewer of specific proposals confidential to the maximum extent possible, except that we routinely send to principal investigators (PI's) reviews of their own proposals without your name, affiliation, or other identifying information. Please respect the confidentiality of all principal investigators and of other reviewers.

Unauthorized disclosure of confidential information could subject you to administrative sanctions.

For panel reviewers:

Do not disclose the identities of principal investigators or other reviewers, the relative assessments or ranking of proposal by a merit review panel, or other details about the merit review of proposals.

As NSF protects the confidentiality of proposals and of reviewers, it is important that as a reviewer you do not reveal to others prior to, during or after a panel meeting, that you have served as a reviewer on a specific panel. It is, however, recognized that you may need to advise your supervisor as to your absence due to serving on a panel. And, you may wish to include on your personnel resume that you have served as a reviewer for NSF in a given year. This is allowable, but you should not indicate the specific dates of the panels on which you have served.

Potential Conflicts of Interest

For panel reviewers:

If you have an affiliation or financial connection with the organization or person submitting the proposal that might be construed as creating a conflict of interest, describe those affiliations or interests in the **Conflict of Interest** section under "**Prepare Review.**"

Even if you have any affiliation or interests that represent a potential conflict of interest, NSF would like your review unless you believe you cannot be objective.

An NSF Program Officer will examine any statement of affiliations or interests for the existence of a conflict of interest. If you do not include a statement of potential conflicts of interest, NSF assumes that you have no conflicting affiliations or interests.

In addition, you must complete the Conflict-of-Interest and Confidentiality Statement for NSF Panelists (NSF Form 1230P dated 11/2011).

For ad hoc reviewers:

If you have an affiliation or financial connection with the organization or person submitting the proposal that might be construed as creating a conflict of interest, describe those affiliations or interests in the **Conflict of Interest** section under "**Prepare Review.**"

Alternatively, if you have an affiliation or financial connection with the organization or person submitting the proposal that might be construed as creating a conflict of interest, you may wish to contact the cognizant NSF Program Officer before completing the review.

An NSF Program Officer will examine any statement of affiliations or interests for the existence of a conflict of interest. If you do not include a statement of potential conflicts of interest, NSF assumes that you have no conflicting affiliations or interests.

Note to Reviewers of Career Proposals

The most current information can be found here.



Prepare and Submit Proposal Review

Log In to Proposal Review

1. On the **FastLane Home Page** screen (Figure 1), click **Proposal Review**. The **Proposal Review** screen displays (Figure 2).

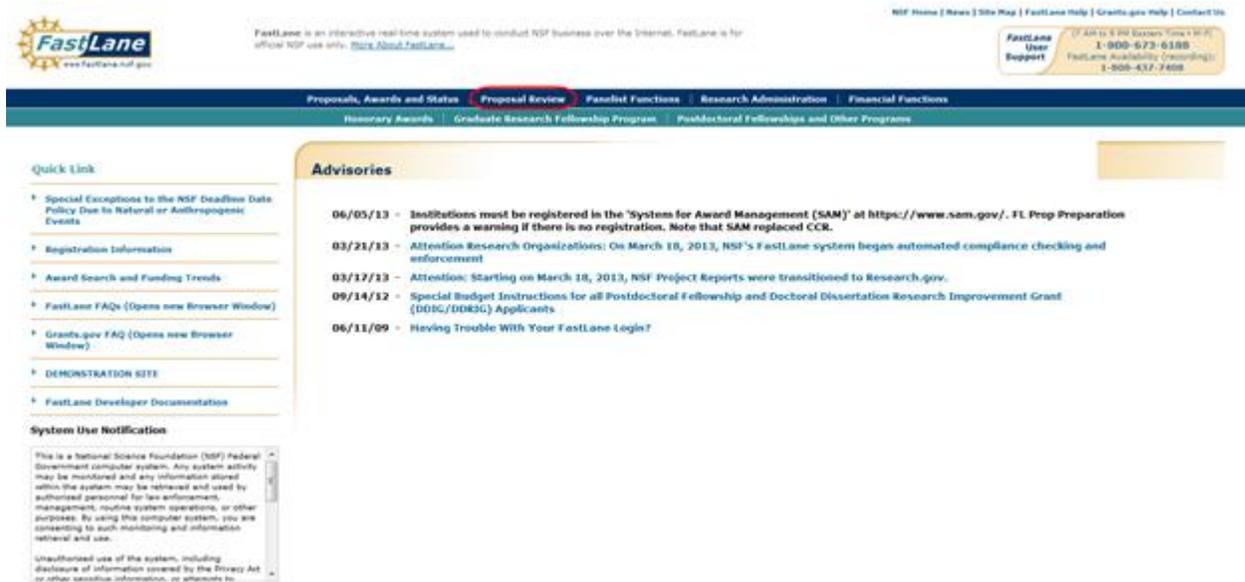


Figure 1 FastLane Home Page screen. The Proposal Review link is circled.



Figure 2 Proposal Review screen. The Log In section and the Log In button are circled.

2. Read the Rules of Behavior (Figure 2). You signify your acceptance of the Rules of Behavior by logging in.
3. In the **Log In** section (Figure 2), do the following:
 - In the **Proposal Number** box, type the proposal number given to you by the NSF Program Officer.
 - In the **Reviewer Last Name** box, type your last name.
 - In the **Pin** box, type the proposal PIN given to you by the NSF Program Officer.
4. Click the **Login** button (Figure 2). The **Proposal Review** screen displays (Figures 3 through 8) with these options:
 - [Prepare a review](#)
 - [View the proposal](#)
 - [Download and save the proposal](#)
 - [Have NSF print and mail the proposal to you](#)
 - [Have NSF make and mail a CD of the proposal to you](#)
 - [Edit your information on file with NSF](#)
 - [Add to or update your demographic information](#)

Proposal Review

Reviewer Information		Proposal Information	
<input type="button" value="Edit"/>		Proposal Number	0456629
Name	Professor Brian Gleeson	Title	The Effect of Hydrogen and Water Vapor on the Oxidation of Chromia-Forming Alloys
Address	444 Wilson Boulevard Arlington, VA 22222	Principal Investigator's Name	Jeffrey W Fergus
E-Mail	name@nsf.gov	Institution	Auburn University
Office Phone	(222) 333-4444		

Demographic Information		<input type="button" value="Add/Update"/>	
Race	N/A		
Ethnicity	N/A	Gender	Male
Citizenship	N/A	Disability	N/A

Figure 3 Proposal Review screen, Reviewer and Proposal Information section (upper portion of the screen).

Merit Review Criteria

Notice: Effective January 2013, the National Science Foundation implemented revised merit review criteria. While the two merit review criteria are unchanged (Intellectual Merit and Broader Impacts), guidance has been provided to clarify and improve the function of the criteria.

Please provide detailed comments on the quality of this proposal with respect to **each** of the two NSF Merit Review Criteria identified below, noting specifically the proposal's strengths and weaknesses. Both criteria are to be given full consideration during the review and decision making processes; each criterion is necessary but neither, by itself, is sufficient. Please provide comments with respect to any additional solicitation-specific review criteria, if applicable. Also, please enter a summary statement that describes your overall assessment of the proposal based on the review criteria.

When evaluating NSF proposals, reviewers should consider what the proposers want to do, why they want to do it, how they plan to do it, how they will know if they succeed, and what benefits could accrue if the project is successful. These issues apply both to the technical aspects of the proposal and the way in which the project may make broader contributions. To that end, reviewers are asked to evaluate all proposals against two criteria:

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4. How well qualified is the individual, team, or institution to conduct the proposed activities?
5. Are there adequate resources available to the PI (either at the home institution or through collaborations) to carry out the proposed activities?

Figure 4 Merit Review Criteria section of the Proposal Review screen.

Your Potential Conflicts Of Interest
If you have an affiliation or financial connection with the organization or person submitting this proposal that might be construed as creating a conflict of interest, please describe those affiliations or interests in the Conflict of Interest Section under "Prepare Review." Regardless of any such affiliations or interests, we would like to have your review unless you believe you cannot be objective. An NSF program official will examine any statement of affiliations or interests for the existence of conflicts. If you do not attach a statement we shall assume that you have no conflicting affiliations or interests.

Figure 5 Your Potential Conflicts of Interest section of the Proposal Review screen.

Your Obligation To Keep Proposals Confidential
<p>The Foundation receives proposals in confidence and protects the confidentiality of their contents. For this reason, you must not copy, quote from, or otherwise use or disclose to anyone, including your graduate students or post-doctoral or research associates, any material from any proposal you are asked to review. Unauthorized disclosure of confidential information could subject you to administrative sanctions. If you believe a colleague can make a substantial contribution to the review, please obtain permission from the NSF Program officer <i>before</i> disclosing either the contents of the proposal or the name of any applicant or principal investigator. When you have completed your review, please be certain to destroy the proposal.</p>

Figure 6 Your Obligation to Keep Proposals Confidential section of the Proposal Review screen.

NSF 11-1 January 2011

Privacy Act and Public Burden Statements

The information requested on proposal forms and project reports is solicited under the authority of the National Science Foundation Act of 1950, as amended. The information on proposal forms will be used in connection with the selection of qualified proposals; and project reports submitted by awardees will be used for program evaluation and reporting within the Executive Branch and to Congress. The information requested may be disclosed to qualified reviewers and staff assistants as part of the proposal review process; to proposer institutions/grantees to provide or obtain data regarding the proposal review process, award decisions, or the administration of awards; to government contractors, experts, volunteers and researchers and educators as necessary to complete assigned work; to other government agencies or other entities needing information regarding Proposers or nominees as part of a joint application review process, or in order to coordinate programs or policy; and to another Federal agency, court, or party in a court or Federal administrative proceeding if the government is a party. Information about Principal Investigators may be added to the Reviewer file and used to select potential candidates to serve as peer reviewers or advisory committee members. See Systems of Records, NSF-50, "Principal Investigator/Proposal File and Associated Records," 69 Federal Register 26410 (May 12, 2004), and NSF-51, "Reviewer/Proposal File and Associated Records," 69 Federal Register 26410 (May 12, 2004). Submission of the information is voluntary. Failure to provide full and complete information, however, may reduce the possibility of receiving an award.

An agency may not conduct or sponsor, and a person is not required to respond to, an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0058. Public reporting burden for this collection of information is estimated to average 120 hours per response, including the time for reviewing instructions. Send comments regarding the burden estimate and any other aspect of this collection of information, including suggestions for reducing this burden, to:

Suzanne H. Plimpton

Reports Clearance Officer

Division of Administrative Services

National Science Foundation

Arlington, VA 22230

Figure 7 Privacy Act and Public Burden Statements section of the Proposal Review screen.

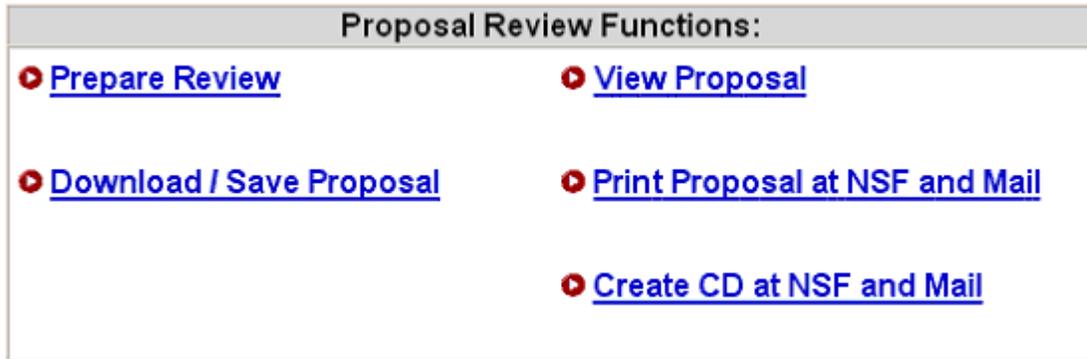


Figure 8 Proposal Review Functions section of the Proposal Review screen.

Prepare a Proposal Review

1. Access the **Proposal Review** screen (Figure 1) (see [Log In to Proposal Review](#)).

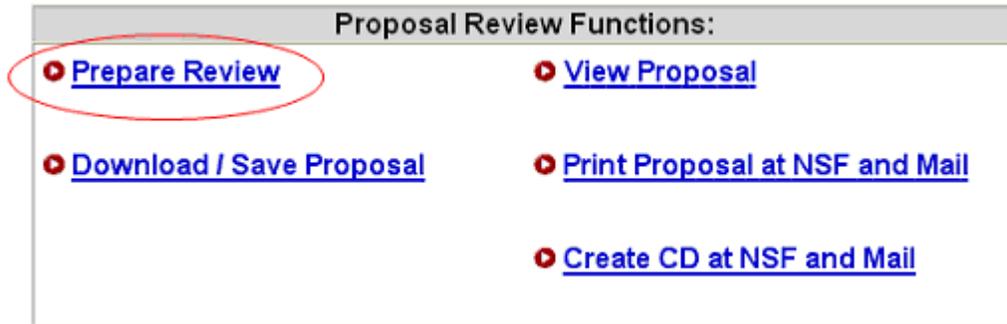


Figure 1 Lower portion of the Proposal Review screen. The Prepare Review link is circled.

2. On the **Proposal Review** screen (Figure 1), click **Proposal Review**. The **Merit Review Criteria** screen displays (Figure 2).

Merit Review Criteria

Notice: Effective January 2013, the National Science Foundation implemented revised merit review criteria. While the two merit review criteria are unchanged (Intellectual Merit and Broader Impacts), guidance has been provided to clarify and improve the function of the criteria.

Please provide detailed comments on the quality of this proposal with respect to **each** of the two NSF Merit Review Criteria identified below, noting specifically the proposal's strengths and weaknesses. Both criteria are to be given full consideration during the review and decision making processes; each criterion is necessary but neither, by itself, is sufficient. Please provide comments with respect to any additional solicitation-specific review criteria, if applicable. Also, please enter a summary statement that describes your overall assessment of the proposal based on the review criteria.

When evaluating NSF proposals, reviewers should consider what the proposers want to do, why they want to do it, how they plan to do it, how they will know if they succeed, and what benefits could accrue if the project is successful. These issues apply both to the technical aspects of the proposal and the way in which the project may make broader contributions. To that end, reviewers are asked to evaluate all proposals against two criteria:

- **Intellectual Merit:** The intellectual Merit criterion encompasses the potential to advance knowledge; and
- **Broader Impacts:** The Broader Impacts criterion encompasses the potential to benefit society and contribute to the achievement of specific, desired societal outcomes.

The following elements should be considered in the review for both criteria:

1. What is the potential for the proposed activity to
 - a. advance knowledge and understanding within its own field or across different fields (Intellectual Merit); and
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4. How well qualified is the individual, team, or institution to conduct the proposed activities?
5. Are there adequate resources available to the PI (either at the home institution or through collaborations) to carry out the proposed activities?]

Figure 2 Merit Review Criteria screen.

3. Click the **Continue** button at the bottom of the **Merit Review Criteria** screen. The **Proposal Review Form** screen displays (Figure 3).

Panel Review

National Science Foundation (NSF) seeks to support the most meritorious research whether basic or applied, to meet its statutory responsibilities. Reviews play a key role in the NSF's evaluation of research proposals. Please provide **both** written comments as well as summary rating on this Proposal, using the [Proposal Evaluation Criteria](#). Please also see [Conflicts of Interest](#), [Confidentiality of Proposals and Peer Reviews](#), and [Privacy Act and Public Burden Statements](#).

Resubmit in Progress

Information on Proposal Number: 1301979
 Principal Investigator's Name: **Benjamin Shen**
 Institution: **University of Pennsylvania**
 Title: **CAREER:Testing the Facilities by VS**

Please provide your e-mail address so the cognizant NSF Program Officer can contact you regarding any questions he/she might have about your review:

Please check this box if you want to receive an e-mail copy of your review.
 Note: As with any form of electronic communication, NSF cannot guarantee privacy of the e-mail message during its transmission.

Rating Section

I am declining to review this proposal.
 I am giving this proposal no rating.
 I am rating this proposal (Please check rating below).

[Overall Rating](#)

Excellent Outstanding proposal in all respects; deserves highest priority for support.
 Very Good High quality proposal in nearly all respects; should be supported if at all possible.
 Good A quality proposal, worthy of support.
 Fair Proposal lacking in one or more critical aspects; key issues need to be addressed.
 Poor Proposal has serious deficiencies.

In the context of the five review elements, please evaluate the strengths and weaknesses of the proposal with respect to intellectual merit.

Testing from Panel review

Other Suggested Reviewers (Optional, Max. Characters: 480):

suggested reviewers

Conflicts of Interest
 If you have an affiliation or financial connection with the institution or the person submitting this proposal that might be construed as creating conflicts of interest, please describe those affiliations or interests in the box below. Regardless of any such affiliations or interests, we would like to have your review unless you believe you cannot be objective. If you do not describe conflicts of interest in the box below we shall assume that you have no conflicting affiliations or interests.

Conflicts of Interest Text (Optional)

Interest

Click the above **Go Back** button to cancel this review and return to the List of Proposals in the Panel. No information typed during this session will be saved.

Figure 3 Proposal Review Form screen.

4. In the **Work in Progress** section (Figure 3), type your email address.
5. *If you want a copy of the review emailed to you*, click the radio button under the **eMail** box.
6. In the **Rating Section** (Figure 3), click the radio button for one of the three options.
7. *If you agreed to rate the proposal*, in the **Overall Rating** section (Figure 3), click the radio button for one of the ratings.
8. In the **first** text box of the **Overall Rating** section (Figure 3), in the context of the five review elements, type your evaluation of the proposal with respect to intellectual merit.
9. In the **second** text box of the **Overall Rating** section (Figure 3), in the context of the five review elements, type your evaluation of the proposal with respect to broader impacts.
10. In the **third** text box of the **Overall Rating** section (Figure 3), type your evaluation of the proposal with respect to any additional solicitation-specific review criteria, if applicable.
11. In the **Summary Statement** box (Figure 3), type an evaluative summary. The summary should describe your overall assessment of the proposal based on the review criteria.
12. In the **Other Suggested Reviewers** box (Figure 3), type the names of any individuals that you think should review the proposal (optional).
13. In the **Conflicts of Interest** section (Figure 3), type an explanation of any conflict of interest that you may have in regard to this proposal. If you leave this box blank, NSF assumes there is no potential conflict of interest.

Once you have completed the Proposal Review form, you have two options:

- Submit the Proposal Review
- Save the Proposal Review for editing and submitting later

Submit the Proposal Review

1. On the lower portion of the **Proposal Review Form** screen (Figure 4), click the **Submit Review** button. The **Receipt of Proposal Review** screen displays (Figure 5).



Figure 4 Lower portion of Proposal Review Form screen. The Submit Review button is circled.

Receipt of Proposal Review

Your proposal review for proposal number 9627996 has been received at NSF on Wed Nov 2 16:17:56 2005 and will be forwarded to the cognizant (or appropriate) NSF program officer.

Your Obligation To Keep Proposals Confidential

The Foundation receives proposals in confidence and protects the confidentiality of their contents. For this reason, you must not copy, quote from, or otherwise use disclose to anyone, including your graduate students or post-doctoral or research associates, any material from any proposal you are asked to review. Unauthorized disclosure of confidential information could subject you to administrative sanctions. If you believe a colleague can make a substantial contribution to the review, please obtain permission from the NSF Program officer before disclosing either the contents of the proposal or the name of any applicant or principal investigator. **When you have completed your review, please be certain to destroy the proposal.**



Figure 5 Receipt of Proposal Review screen. The Return button is circled.

2. Click **Return** (Figure 5). The **Proposal Review Log In** screen displays.

Save the Proposal Review

1. On the lower portion of the **Proposal Review Form** screen (Figure 6), click the **Save Review** button. The **Proposal Review Saved** screen displays (Figure 7).



Figure 6 Lower portion of Proposal Review Form screen. The Save Review button is circled.

Proposal Review

Your review for proposal number 9627996 has been saved but not submitted. This review must be submitted later by the reviewer, to be considered by

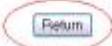


Figure 7 Proposal Review Saved screen with a message that your proposal review has been saved.

2. Click the **Return** button (Figure 7). The **Proposal Review** screen displays (Figure 1). To work on the Proposal Review again, see Access a Saved Proposal Review.

Access a Saved Proposal Review

1. Access the **Proposal Review** screen (Figure 1) (see [Log In to Proposal Review](#)).

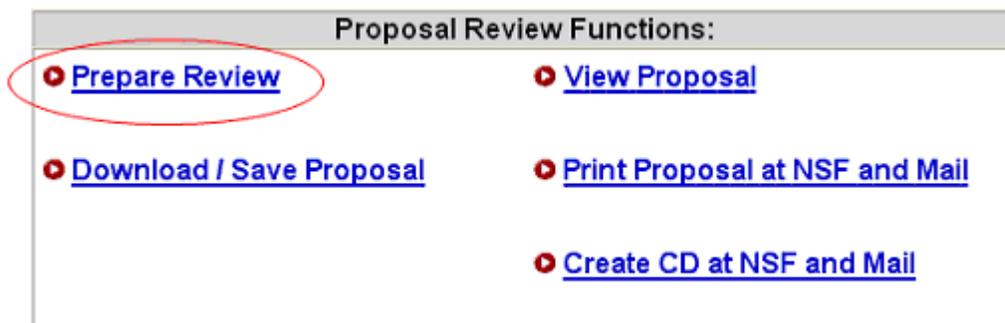


Figure 1 Lower portion of the Proposal Review screen. The Prepare Review link is circled.

2. On the **Proposal Review** screen (Figure 1), click **Proposal Review**. The **Merit Review Criteria** screen displays (Figure 2).

Merit Review Criteria

Notice: Effective January 2013, the National Science Foundation implemented revised merit review criteria. While the two merit review criteria are unchanged (Intellectual Merit and Broader Impacts), guidance has been provided to clarify and improve the function of the criteria.

Please provide detailed comments on the quality of this proposal with respect to **each** of the two NSF Merit Review Criteria identified below, noting specifically the proposal's strengths and weaknesses. Both criteria are to be given full consideration during the review and decision making processes; each criterion is necessary but neither, by itself, is sufficient. Please provide comments with respect to any additional solicitation-specific review criteria, if applicable. Also, please enter a summary statement that describes your overall assessment of the proposal based on the review criteria.

When evaluating NSF proposals, reviewers should consider what the proposers want to do, why they want to do it, how they plan to do it, how they will know if they succeed, and what benefits could accrue if the project is successful. These issues apply both to the technical aspects of the proposal and the way in which the project may make broader contributions. To that end, reviewers are asked to evaluate all proposals against two criteria:

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4. How well qualified is the individual, team, or institution to conduct the proposed activities?
5. Are there adequate resources available to the PI (either at the home institution or through collaborations) to carry out the proposed activities?

Figure 2 Merit Review Criteria screen.

- Click the **Continue** button at the bottom of the **Merit Review Criteria** screen. The **Proposal Review Form** screen displays (Figure 3) as you had saved it. To edit the review, see [Prepare a Proposal Review](#), Step 4 through Step 12. To submit the review, see [Submit a Review](#).

Panel Review

National Science Foundation (NSF) seeks to support the most meritorious research whether basic or applied, to meet its statutory responsibilities. Reviews play a key role in the NSF's evaluation of research proposals. Please provide **both** written comments as well as summary rating on this Proposal, using the [Proposed Evaluation Criteria](#). Please also see [Conflicts of Interest](#), [Confidentiality of Proposals and Peer Reviews](#), and [Privacy Act and Public Burden Statements](#).

Resubmit in Progress

Information on Proposal Number: 1301979

Principal Investigator's Name: **Benjamin Shen**
 Institution: **University of Pennsylvania**
 Title: **CAREER:Testing the Facilities by VS**

Please provide your e-mail address so the cognizant NSF Program Officer can contact you regarding any questions he/she might have about your review:

Please check this box if you want to receive an e-mail copy of your review.
 Note: As with any form of electronic communication, NSF cannot guarantee privacy of the e-mail message during its transmission.

Rating Section

I am declining to review this proposal.
 I am giving this proposal no rating.
 I am rating this proposal (Please check rating below).

Overall Rating

Excellent Outstanding proposal in all respects; deserves highest priority for support.
 Very Good High quality proposal in nearly all respects; should be supported if at all possible.
 Good A quality proposal, worthy of support.
 Fair Proposal lacking in one or more critical aspects; key issues need to be addressed.
 Poor Proposal has serious deficiencies.

In the context of the five review elements, please evaluate the strengths and weaknesses of the proposal with respect to intellectual merit.

Testing from Panel review

Other Suggested Reviewers (Optional, Max. Characters: 480):

suggested reviewers

Conflicts of Interest

If you have an affiliation or financial connection with the institution or the person submitting this proposal that might be construed as creating conflicts of interest, please describe those affiliations or interests in the box below. Regardless of any such affiliations or interests, we would like to have your review unless you believe you cannot be objective. If you do not describe conflicts of interest in the box below we shall assume that you have no conflicting affiliations or interests.

Conflicts of Interest Text (Optional)

Interest

Click the above **Go Back** button to cancel this review and return to the List of Proposals in the Panel. No information typed during this session will be saved.

Figure 3 Proposal Review Form screen.

Edit Your Information with NSF

1. Access the **Proposal Review** screen (Figure 1) (see [Log In to Proposal Review](#)).

Proposal Review

Reviewer Information		Proposal Information	
		<input type="button" value="Edit"/>	
Name	Professor Brian Gleeson	Proposal Number	0456629
Address	444 Wilson Boulevard Arlington, VA 22222	Title	The Effect of Hydrogen and Water Vapor on the Oxidation of Chromia-Forming Alloys
E-Mail	name@nsf.gov	Principal Investigator's Name	Jeffrey W Fergus
Office Phone	(222) 333-4444	Institution	Auburn University

Demographic Information				<input type="button" value="Add/Update"/>
Race	N/A			
Ethnicity	N/A	Gender	Male	
Citizenship	N/A	Disability	N/A	

Figure 1 Top portion of the **Proposal Review** screen. The **Edit** button is circled.

2. On the **Proposal Review** screen (Figure 1), click the **Edit** button. The **Reviewer's Information** screen displays (Figure 2).

Reviewer's Information

Title: Suffix: (Jr., Sr., III)

Last Name: **Gleeson**

First Name: **Brian** Middle Initial:

Please fill only 4 lines from the following 6 lines

Department Line 1:

Department Line 2:

Institution Line 3:

Institution Line 4:

Building Line 5:

Street Line 6:

Please check a radio button and enter either a US address or a Foreign address

US Address
 Foreign Address

If you have checked US Address radio button then enter the US address

US City:

US State:

Zip:

If you have checked Foreign Address radio button then enter the foreign address

Foreign City/Code:

Foreign Country:

(Overseas - Please do not include your country code)

Office Phone: (10 digits) Extension:

Department Phone: (10 digits) Extension:

Fax Number: Home Phone:

E-Mail:

URL Address:

Figure 2 Reviewer's Information screen. The Save button is circled.

3. Change the information as you require (Figure 2).
4. Click the **Save** button (Figure 2). A screen displays (Figure 3) with the message that your information, as changed, has been saved.

Your information has been changed on the NSF database.

Continue

Figure 3 Screen with the message that the changed information has been saved.

Update Your Demographic Information

See [Demographic Information: What and Why?](#) and the [Privacy Act and Public Burden Statements](#) for an explanation of the categories of demographic information and how NSF uses this information.

All categories are optional.

1. Access the **Proposal Review** screen (Figure 1) (see [Log In to Proposal Review](#)).

Proposal Review

Reviewer Information		Proposal Information	
		<input type="button" value="Edit"/>	
Name	Professor Brian Gleeson	Proposal Number	0456629
Address	444 Wilson Boulevard Arlington, VA 22222	Title	The Effect of Hydrogen and Water Vapor on the Oxidation of Chromia-Forming Alloys
E-Mail	name@nsf.gov	Principal Investigator's Name	Jeffrey W Fergus
Office Phone	(222) 333-4444	Institution	Auburn University

Demographic Information			
<input type="button" value="Add/Update"/>			
Race	N/A		
Ethnicity	N/A	Gender	Male
Citizenship	N/A	Disability	N/A

Figure 1 Top portion of the Proposal Review screen. The Add/Update button is circled.

2. In the **Demographic Information** section of the **Proposal Review** screen (Figure 1), click the **Add/Update** button. The **Please Add/Update Your Demographic Information** screen displays (Figure 2).

Please add/update your Demographic Information

Demographic data allows NSF to gauge whether our programs and other opportunities in science and technology are fairly reaching and benefiting everyone regardless of demographic category, to ensure that those in under-represented groups have the same knowledge of and access to programs, meetings, vacancies, and other research and educational opportunities as everyone else.

Privacy Act : [Why this information is being requested](#)

Disability (select one or more)

If you do not wish to provide this information, do not check any boxes

Hearing Impairment
 Visual Impairment
 Mobility/Orthopedic Impairment
 Other (Enter Description)
 None

Race (select one or more)

If you do not wish to provide this information, do not check any boxes

[Race Definitions](#)

American Indian or Alaskan Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White

Ethnicity (choose one)

[Ethnicity Definitions](#)

Hispanic or Latino
 Not Hispanic or Latino
 Do not wish to provide

Citizenship (choose one)

U.S. Citizen
 Permanent Resident
 Other non-U.S. Citizen
 Do not wish to provide

Gender

Male
 Female
 Do not wish to provide

Figure 2 Please Add/Update Your Demographic Information screen. The Save button is circled.

3. Add to or change the demographic information as you require.
4. Click the **Save** button (Figure 2). The **Demographic Information** screen displays (Figure 3) with the message that the changes have been saved.

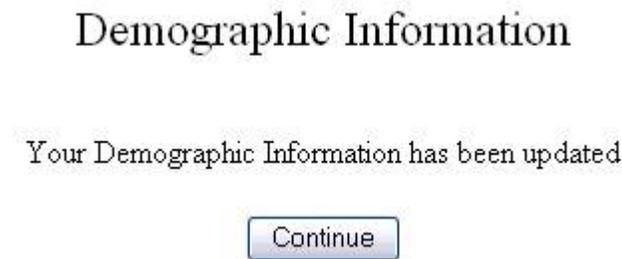


Figure 3 Demographic Information screen.

5. Click the **Continue** button (Figure 3). The **Proposal Review** screen displays (Figure 1).

View a Proposal

1. Access the **Proposal Review** screen (Figure 1) (see [Log in to Proposal Review](#)).

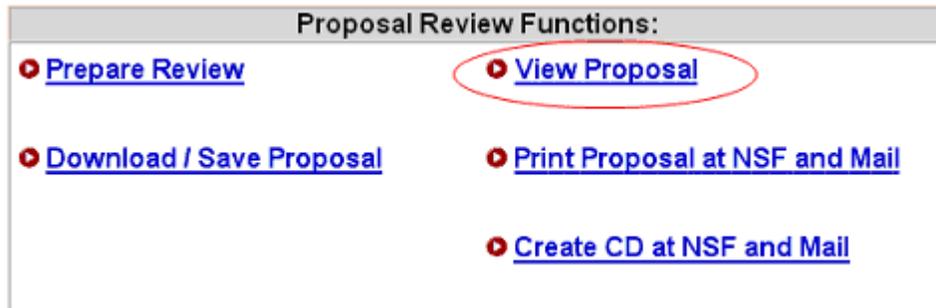


Figure 1 Lower portion of the Proposal Review screen. The View Proposal link is circled.

2. On the **Proposal Review** screen (Figure 1), click **View Proposal**. The **View/Print Proposal** screen displays (Figure 2). You have these options on the **View/Print** screen:
 - [View the entire proposal](#)
 - [View a section of the proposal](#)

View/Print Proposal

Please click on the radio button next to the form that you want to view/print. Then press the "View" button at the bottom of the page. Please be patient, it may take a minute to process all of the data. You must have the Adobe Acrobat Reader installed on your computer in order to view/print these forms in PDF format. If you do not have the Reader installed, refer to [Using Adobe Acrobat Viewer for Printing](#) for information on locating and installing the Reader. **If you encounter "an error occurred while trying to use this document" message after selecting a form or the "View Entire Proposal" option and clicking on the "View" button, please read [Common Printing Problems](#).**

9627996

<input type="radio"/> Table of Contents	<input type="radio"/> Cover Sheet
<input type="radio"/> Budget	<input type="radio"/> Current and Pending Support
<input type="radio"/> Facilities and Equipment	<input type="radio"/> References Cited
<input type="radio"/> Project Summary	<input type="radio"/> Project Description
<input type="radio"/> Biographical Sketches	<input type="radio"/> Supplemental Docs
<input checked="" type="radio"/> View Entire Proposal	

Figure 2 View/Print Proposal screen. The radio button for View Entire Proposal and the View button are circled.

View the Entire Proposal

1. On the **View/Print Proposal** screen (Figure 2), click the radio button for View Entire Proposal. The proposal displays in PDF format (Figure 3). If you need Adobe Reader, see [Adobe Reader for FastLane](#).

COVER SHEET FOR PROPOSAL TO THE NATIONAL SCIENCE FOUNDATION

PROGRAM ANNOUNCEMENT/SOLICITATION NO./CLOSING DATE: If not in response to a program announcement/solicitation enter NSF 04-23					FOR NSF USE ONLY
NSF 03-2					NSF PROPOSAL NUMBER
FOR CONSIDERATION BY NSF ORGANIZATION UNIT(S) (Indicate the most specific unit known, i.e. program, division, etc.)					9627996
CNS - INFORMATION TECHNOLOGY RESEARCH					
DATE RECEIVED	NUMBER OF COPIES	DIVISION ASSIGNED	FUND CODE	DUNS# (Data Universal Numbering System)	FILE LOCATION
01/19/2003	17	05050000 NCR	1640	1122334447777	01/19/2003_3.rtf.pdf
EMPLOYER IDENTIFICATION NUMBER (EIN) OR TAXPAYER IDENTIFICATION NUMBER (TIN)		SHOW PREVIOUS AWARD NO. IF THIS IS <input type="checkbox"/> A RENEWAL <input type="checkbox"/> AN ACCOMPLISHMENT-BASED RENEWAL		IS THIS PROPOSAL BEING SUBMITTED TO ANOTHER FEDERAL AGENCY? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> IF YES, LIST ACRONYM(S)	
NAME OF ORGANIZATION TO WHICH AWARD SHOULD BE MADE			ADDRESS OF AWARDEE ORGANIZATION, INCLUDING 9 DIGIT ZIP CODE		
NSF			Arlington, VA 222301000		
AWARDEE ORGANIZATION CODE (if known)			US		
4102852000					

Figure 3 Proposal in PDF format. The Print icon is circled.

2. To print the proposal, click the Print icon on the screen. The proposal prints in its entirety.

View a Section of the Proposal

1. On the **View/Print Proposal** screen (Figure 4), click the radio button for the section of the proposal you want to view. The proposal section displays in PDF format (Figure 5). If you need Adobe Reader, see [Adobe Reader for FastLane](#).

View/Print Proposal

Please click on the radio button next to the form that you want to view/print. Then press the "View" button at the bottom of the page. Please be patient, it may take a minute to process all of the data. You must have the Adobe Acrobat Reader installed on your computer in order to view/print these forms in PDF format. If you do not have the Reader installed, refer to [Using Adobe Acrobat Viewer for Printing](#) for information on locating and installing the Reader. **If you encounter "an error occurred while trying to use this document" message after selecting a form or the "View Entire Proposal" option and clicking on the "View" button, please read [Common Printing Problems](#).**

9627996

<input type="radio"/> Table of Contents	<input type="radio"/> Cover Sheet
<input checked="" type="radio"/> Budget	<input type="radio"/> Current and Pending Support
<input type="radio"/> Facilities and Equipment	<input type="radio"/> References Cited
<input type="radio"/> Project Summary	<input type="radio"/> Project Description
<input type="radio"/> Biographical Sketches	<input type="radio"/> Supplemental Docs
<input type="radio"/> View Entire Proposal	

Figure 4 View/Print Proposal screen. The radio button for Budget and the View button are circled.

SUMMARY PROPOSAL BUDGET				YEAR 1		FOR NSF USE ONLY	
ORGANIZATION				PROPOSAL NO.	DURATION (months)		
NSF					Proposed	Granted	
PRINCIPAL INVESTIGATOR / PROJECT DIRECTOR				AWARD NO.			
Terry Demo							
A. SENIOR PERSONNEL: P/PI, Co-PI's, Faculty and Other Senior Associates (List each separately with title, A.7. show number in brackets)	NSF Funded Personnel			Funds Requested By proposer	Funds granted by NSF (if different)		
	CAL	ACAD	SUMR				
1. Terry Demo - PI	1.00	0.00	0.00	\$ 10,000	\$		
2.							
3.							
4.							
5.							
6. (0) OTHERS (LIST INDIVIDUALLY ON BUDGET JUSTIFICATION PAGE)	0.00	0.00	0.00		0		
7. (1) TOTAL SENIOR PERSONNEL (1-6)	1.00	0.00	0.00		10,000		
B. OTHER PERSONNEL (SHOW NUMBERS IN BRACKETS)							
1. (0) POST DOCTORAL ASSOCIATES	0.00	0.00	0.00		0		
2. (0) OTHER PROFESSIONALS (TECHNICIAN, PROGRAMMER, ETC.)	0.00	0.00	0.00		0		
3. (0) GRADUATE STUDENTS					0		
4. (0) UNDERGRADUATE STUDENTS					0		
5. (0) SECRETARIAL - CLERICAL (IF CHARGED DIRECTLY)					0		
6. (0) OTHER					0		
TOTAL SALARIES AND WAGES (A + B)					10,000		
C. FRINGE BENEFITS (IF CHARGED AS DIRECT COSTS)					0		

Figure 5 Summary Proposal Budget in PDF format.

- To print the section, click the Print icon on the screen. The proposal section prints.

Download and Save a Proposal

1. Access the **Proposal Review** screen (Figure 1) (see [Log In to Proposal Review](#)).

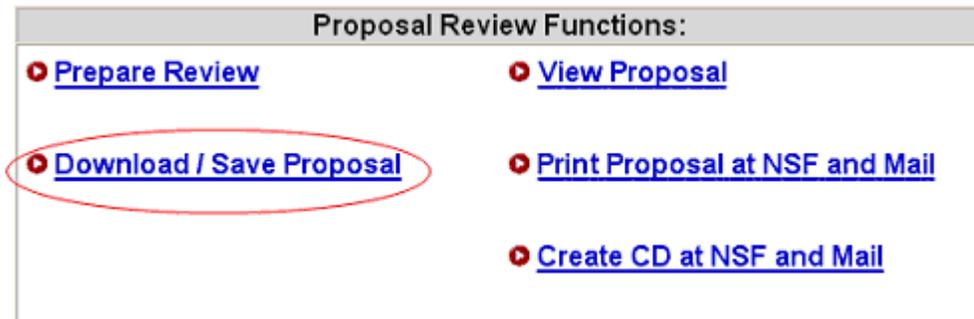


Figure 1 Lower portion of the Proposal Review screen. The Download/Save Proposal link is circled.

2. On the **Proposal Review** screen (Figure 1), click **Download/Save Proposal**. The **Download File** window displays (Figure 2).

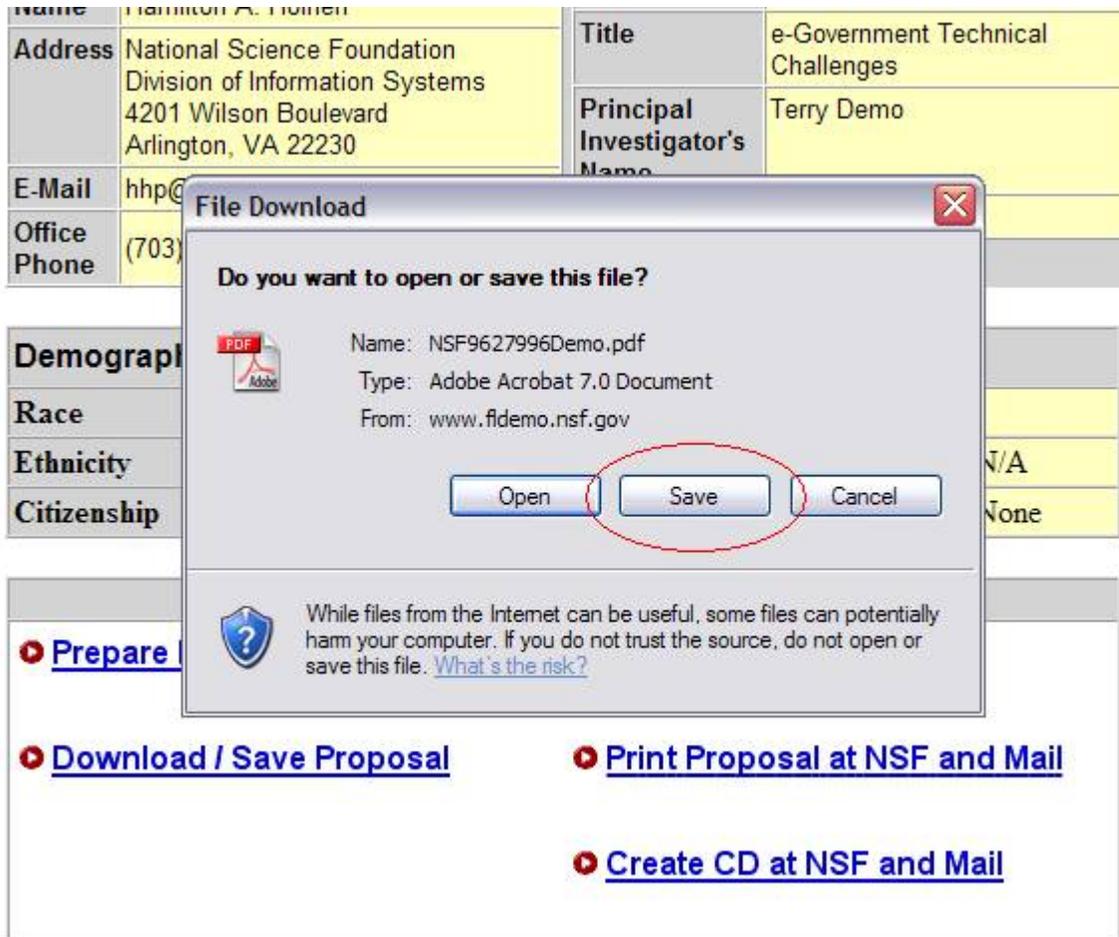


Figure 2 File Download window. The Save button is circled.

3. Click the **Save** button (Figure 2). The **Save As** window displays (Figure 3).

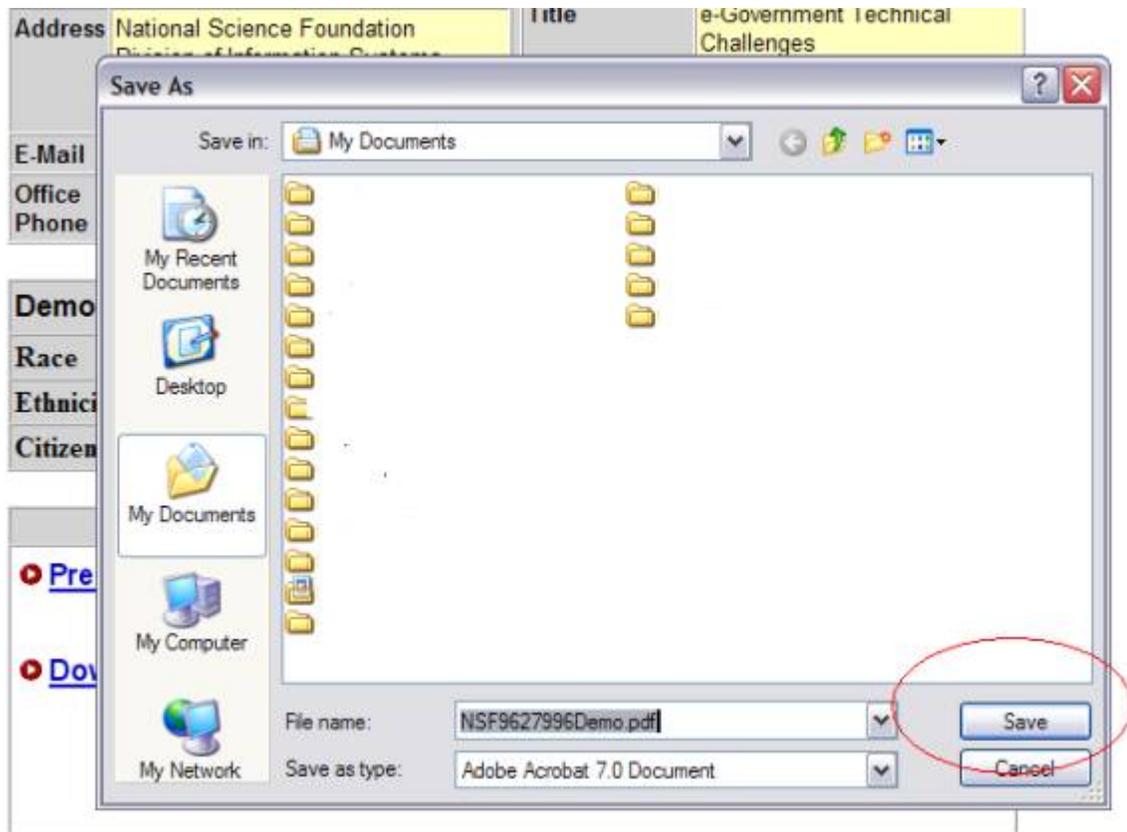


Figure 3 Save As window. The Save button is circled.

4. In the **File** Name box (Figure 3), give the proposal a title and select the section of your computer you want to save it to.
5. Click the **Save** button (Figure 3). The proposal downloads to your computer as a PDF file. After completion of the download, the **Proposal Review** screen displays (Figure 1).

Print Proposal at NSF and Mail

Print Proposal at NSF and Mail

1. Access the **Proposal Review** screen (Figure 1) (see [Log In to Proposal Review](#)).

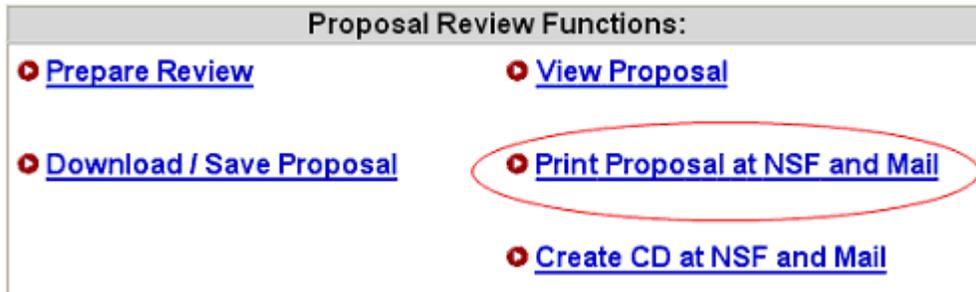


Figure 1 Lower portion of the Proposal Review screen. The Print Proposal at NSF and Mail link is circled.

2. Click **Print Proposal at NSF and Mail** (Figure 1). The **Print on Demand Submit Request** screen displays (Figure 2).

Figure 2 Print on Demand Submit Request screen. The Submit Request button is circled.

3. In the **Reviewer Name** section (Figure 2), check to see that your name and address as displayed are correct. If it is incorrect, update your information.
4. *If you want NSF to send the proposal to a different address than the one displayed in the **Reviewer Name** section, type the new address in the boxes provided.*
5. Click **Submit Request** button (Figure 2). The **Proposal Print Request** screen displays (Figure 3) with your address and the message that the request has been submitted.

Figure 3 Proposal Print Request screen. The Return to Proposal Review button is circled.

6. Click **Return to Proposal Review** (Figure 3). The **Proposal Review** screen displays (Figure 1).

Update Information for Printing at NSF

1. Access the **Print on Demand Submit Request** screen (Figure 1) (see Print at NSF and Mail, Step 1 and Step 2).

Print On Demand Submit Request

Thank you for your request. NSF will print and place your proposals in the mail within two business days of your request. Domestic mail will be sent first class, foreign mail will be sent mail. If the information below is correct, press 'Submit Request'. A request number will be generated and displayed.

Reviewer Name: Hamilton A. Hofherr

Reviewer's Permanent Address Information:

National Science Foundation
Division of Information Systems
4201 Wilson Boulevard
Arlington, VA 22230

Update Reviewer Information

Type below if the mailing address is different from the above:
(This address will be used for the mailing of this request ONLY and will not be saved in the reviewer's information)

Hamilton A. Hofherr

Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
Address Line 3	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/> (If foreign address, skip it)
Zip Code	<input type="text"/> (If foreign address, skip it)
Country	<input type="text"/>

The following proposal will be included in your print request.

Proposal Id	PI Name
9627996	Terry Demo
Total: 1	

Submit Request

Go Back

Figure 1 Print on Demand Submit Request screen. The Update Reviewer Information button is circled.

2. In the **Reviewer Name** section of the **Print on Demand Submit Request** screen (Figure 1), click **Update Reviewer Information**. The **Reviewer's Information** screen displays (Figure 2).

Figure 2 Reviewer's Information screen. The Save button is circled.

3. Change the information as you require (Figure 2).
4. Click the **Save** button (Figure 2). A screen displays with the message that your information has been saved (Figure 3).

Figure 3 Screen with the message that your information has been saved.

5. Click the **Continue** button (Figure 3). The **Print on Demand Submit Request** screen displays (Figure 1).

Create CD at NSF and Mail

Create a CD at NSF and Mail

1. Access the **Proposal Review** screen (Figure 1) (see [Log In to Proposal Review](#)).

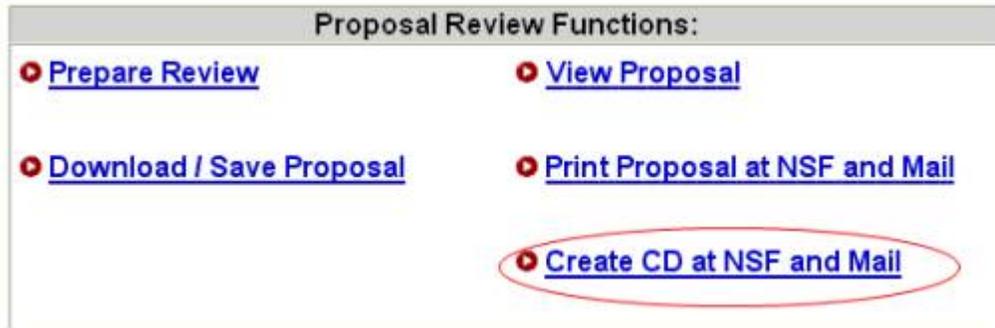


Figure 1 Lower portion of the **Proposal Review** screen. The **Create CD at NSF and Mail** link is circled.

2. On the **Proposal Review** screen (Figure 1), click **Create CD at NSF and Mail**. The **CD on Demand Submit Request** screen displays (Figure 2).

CD On Demand Submit Request

Thank you for your request. NSF will copy your proposals on CD and place it in the mail within two (2) business days of your request. Domestic mail will be sent first class, foreign mail will be sent air mail. If the information below is correct, press 'Submit Request'. A request number will be generated and displayed.

Reviewer Name: Brian Gleeson

Reviewer's Permanent Address Information:

444 Wilson Boulevard
Arlington, VA 22222

Type below if the mailing address is different from the above:
(This address will be used for the mailing of this request ONLY and will not be saved in the reviewer's information)

Brian Gleeson

Address Line 1:

Address Line 2:

Address Line 3:

City:

State: (If foreign address, skip it)

Zip Code: (If foreign address, skip it)

Country:

The following proposal(s) will be included in your CD request.

Prop No.	PI Last Name	Information Message
0456629	Fergus	

Total Proposals: 1

Figure 2 CD on Demand Submit Request screen. The Submit Request button is circled.

3. In the **Reviewer Name** section (Figure 2), check to see that your name and address as displayed are correct. If they are incorrect, update your information.
4. *If you want NSF to send the proposal to a different address than the one*
5. *displayed in the **Reviewer Name** section, type the new address in the boxes provided (Figure 2).*
6. Click the **Submit Request** button (Figure 2). The **CD on Demand Submit Request Confirmation** screen displays (Figure 3) with your address and the message that the request has been submitted.

CD On Demand Submit Request Confirmation

The following mailing address will be used for this CD request. If you wish to change it press the Back button on your browser and re-enter the correct mailing address. Press 'Continue' to submit the request.

Reviewer Name: Brian Gleeson

Reviewer's Mailing Address:

444 Wilson Boulevard
Arlington, VA 22222

The following proposal(s) will be included in your CD request.

Prop No.	PI Last Name	Information Message
D456629	Fergus	

Total Proposals: 1

Figure 3 CD on Demand Submit Request Confirmation screen. The Continue button is circled.

7. Click the **Continue** button (Figure 3). A screen displays with the message that the request is submitted.

Update Personal Information for CD on Demand

1. Access the **CD on Demand Submit Request** screen (Figure 1) (see Create a CD at NSF and Mail, Steps 1 and 2).

**CD On Demand
Submit Request**

Thank you for your request. NSF will copy your proposals on CD and place it in the mail within two (2) business days of your request. Domestic mail will be sent first class, foreign mail will be sent air mail. If the information below is correct, press 'Submit Request'. A request number will be generated and displayed.

Reviewer Name: Brian Gleeson

Reviewer's Permanent Address Information:

444 Wilson Boulevard
Arlington, VA 22222

Figure 1 CD on Demand Submit Request screen. The Update Reviewer Information button is circled.

2. On the **CD on Demand Submit Request** screen (Figure 1), click the **Update Reviewer Information** button. The **Reviewer's Information** screen displays (Figure 2).

Reviewer's Information

Title: Suffix: (Jr., Sr., III)

Last Name: **Gleeson**

First Name: **Brian** Middle Initial:

Please fill only 4 lines from the following 6 lines

Department Line 1:

Department Line 2:

Institution Line 3:

Institution Line 4:

Building Line 5:

Street Line 6:

Please check a radio button and enter either a US address or a Foreign address

US Address Foreign Address

If you have checked US Address radio button then enter the US address

US City:

US State:

Zip:

If you have checked Foreign Address radio button then enter the foreign address

Foreign City/Code:

Foreign Country:

(Overseas - Please do not include your country code)

Office Phone: (10 digits) Extension:

Department Phone: (10 digits) Extension:

Fax Number: Home Phone:

E-Mail:

URL Address:

Figure 2 Reviewer's Information screen. The Save button is circled.

3. Change the information as you require (Figure 2).
4. Click the **Save** button (Figure 2). A screen displays with the message that your information has been saved (Figure 3).

Your information has been changed on the NSF database.

Figure 3 Screen with the message that your information has been saved.

