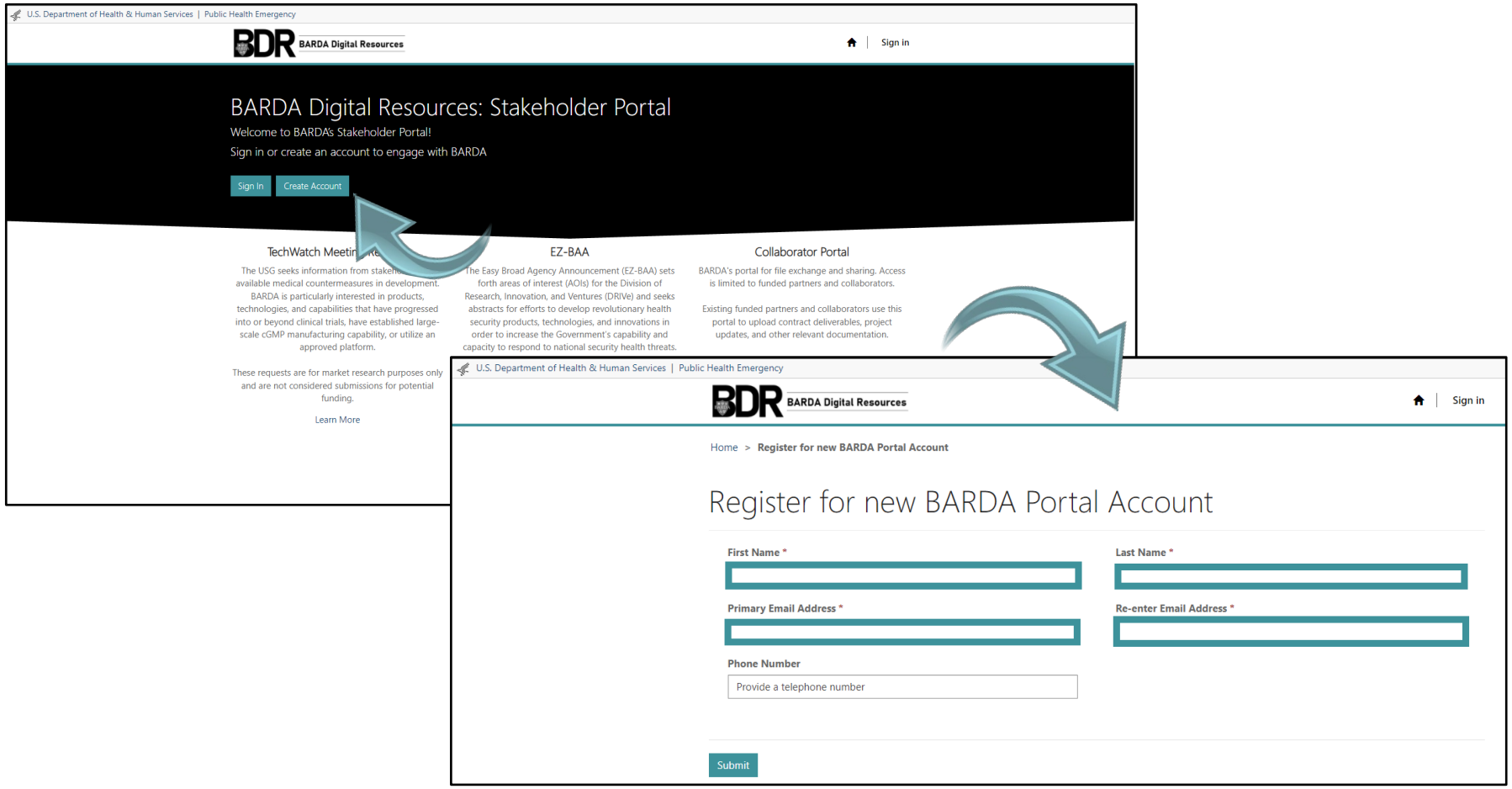
BARDA Digital Resources EZ-BAA Submission Process

Version 1.2

Creating a BDR Portal Account

Creating a BDR Portal Account

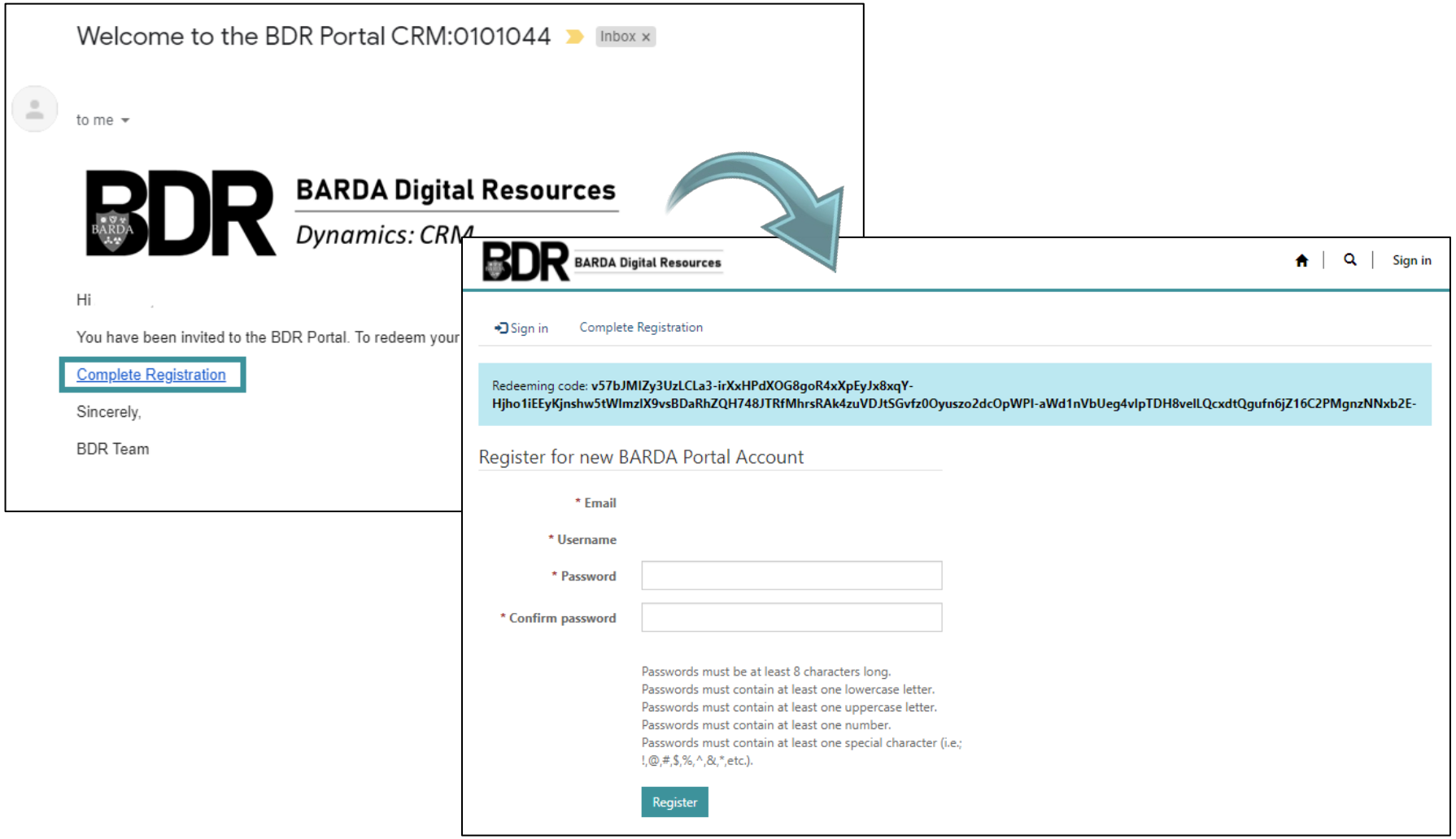
- Open browser* and navigate to: https://bdr.hhs.gov
- Within the BDR Portal homepage, select "**Create Account**".
- Users will be redirected to the Registration page.
- Within the Registration page, enter the required contact fields.
- Click "**Submit**".



*For optimal experience, please use Google Chrome as your browser when accessing the BDR Portal

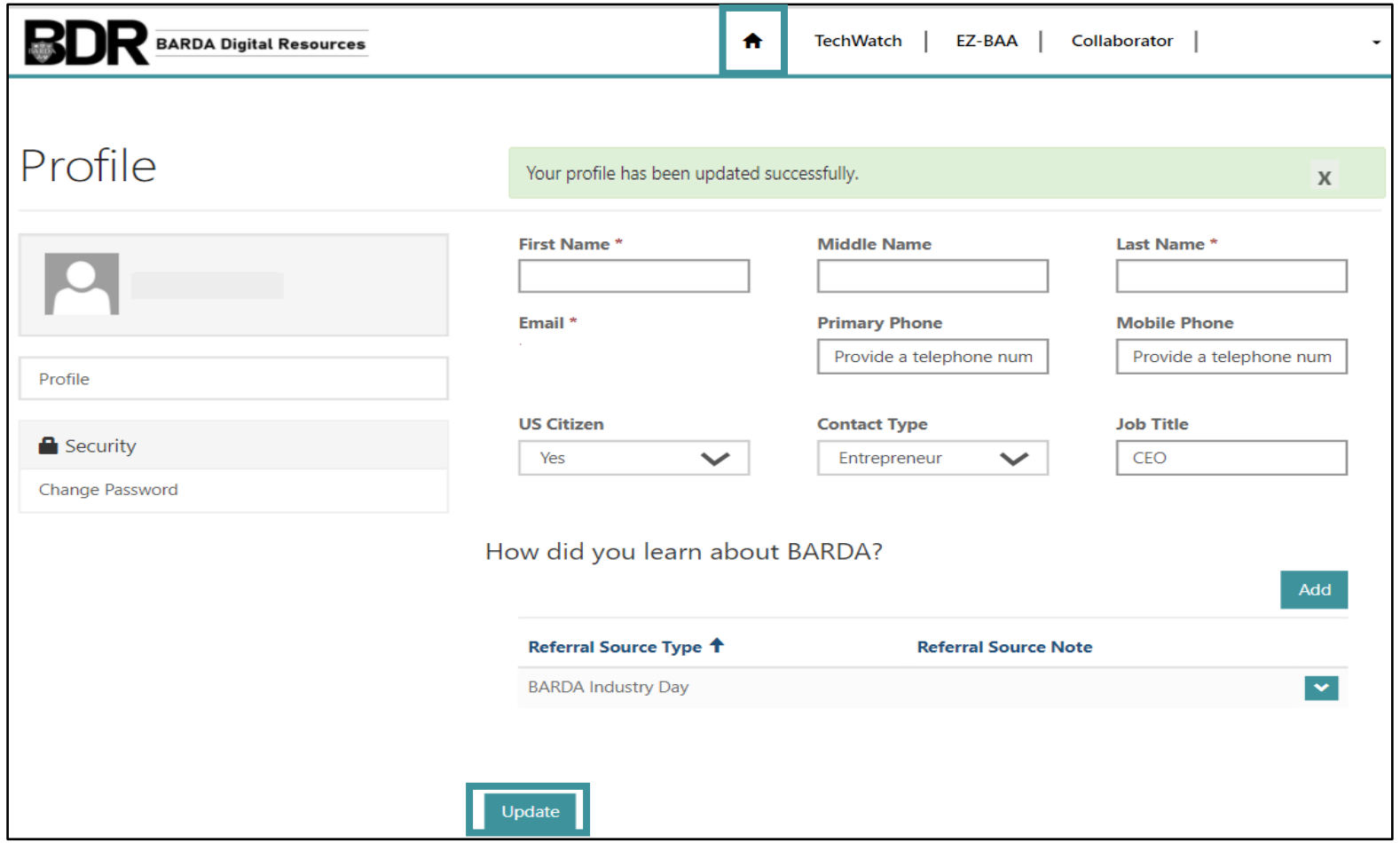
Confirming a BDR Portal Account

- Users will receive a system-generated email from the BDR portal with the subject “**Welcome to the BDR Portal**”.
- Select the link “**Complete Registration**“ to complete the creation of your account.
- Create and confirm your password using the required criteria
- Select "**Register**“.



Creating a BDR Portal Profile

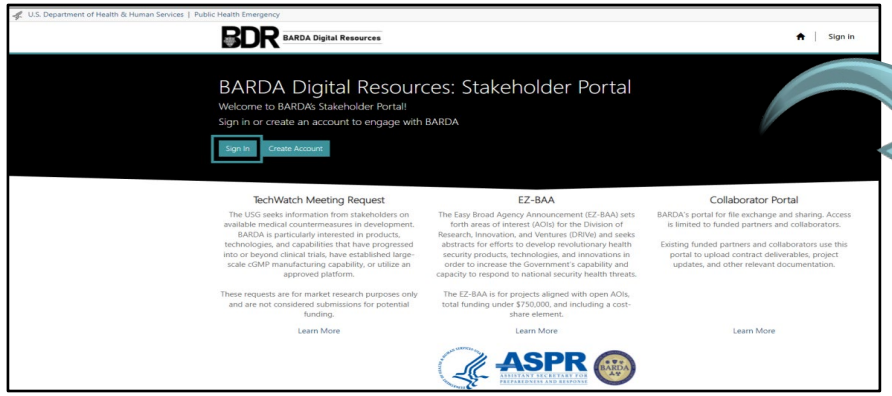
- After creating an account password, Users will be directed to their profile page.
- Users may update any of the presented fields at their discretion (not required).
- Select “**Update**”.
- A green notification will confirm your changed have been successfully saved.
- Select the “**Home”** icon to return to the BDR Portal landing page.

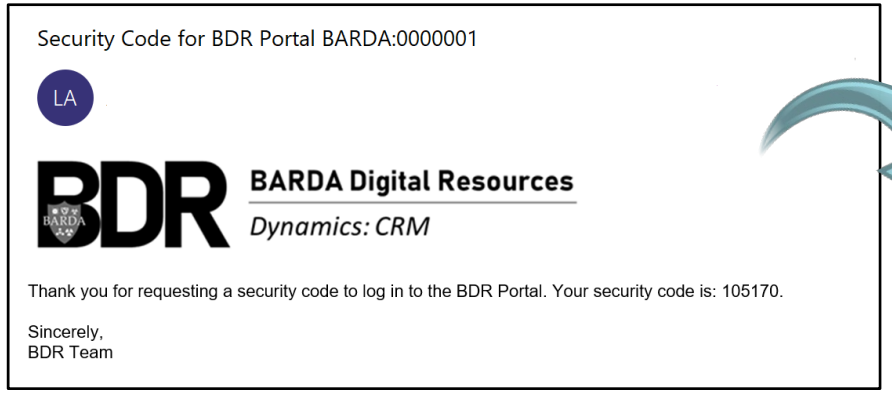


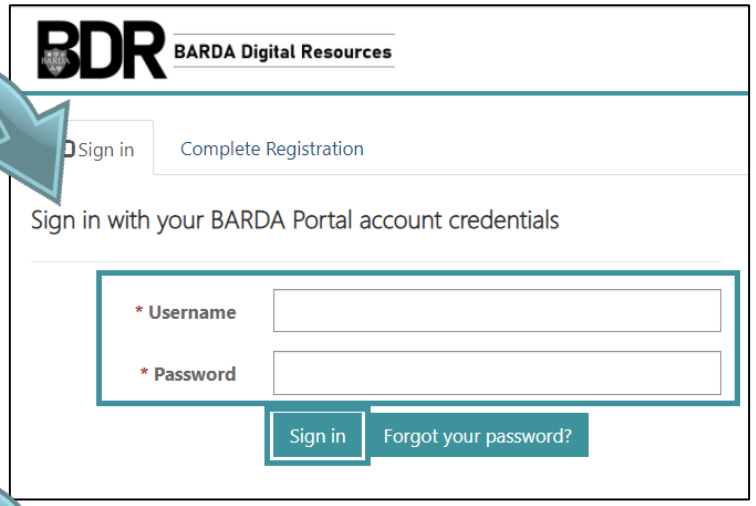
General BDR Navigation

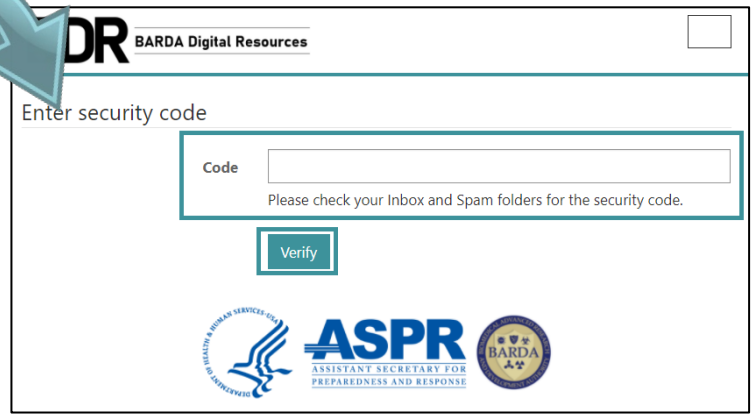
Logging into the BDR Portal

- After a User creates a BDR Portal account, they will be able to log-in by selecting "**Sign in**" at: https://bdr.hhs.gov/
- Users will first be required to enter their Username and Password, then select "**Sign in**".
- Once a User has successfully entered their Username and Password, a security code will be sent to their e-mail address.
- Users will need to enter their assigned security code within the BDR security code page and select "**verify**".



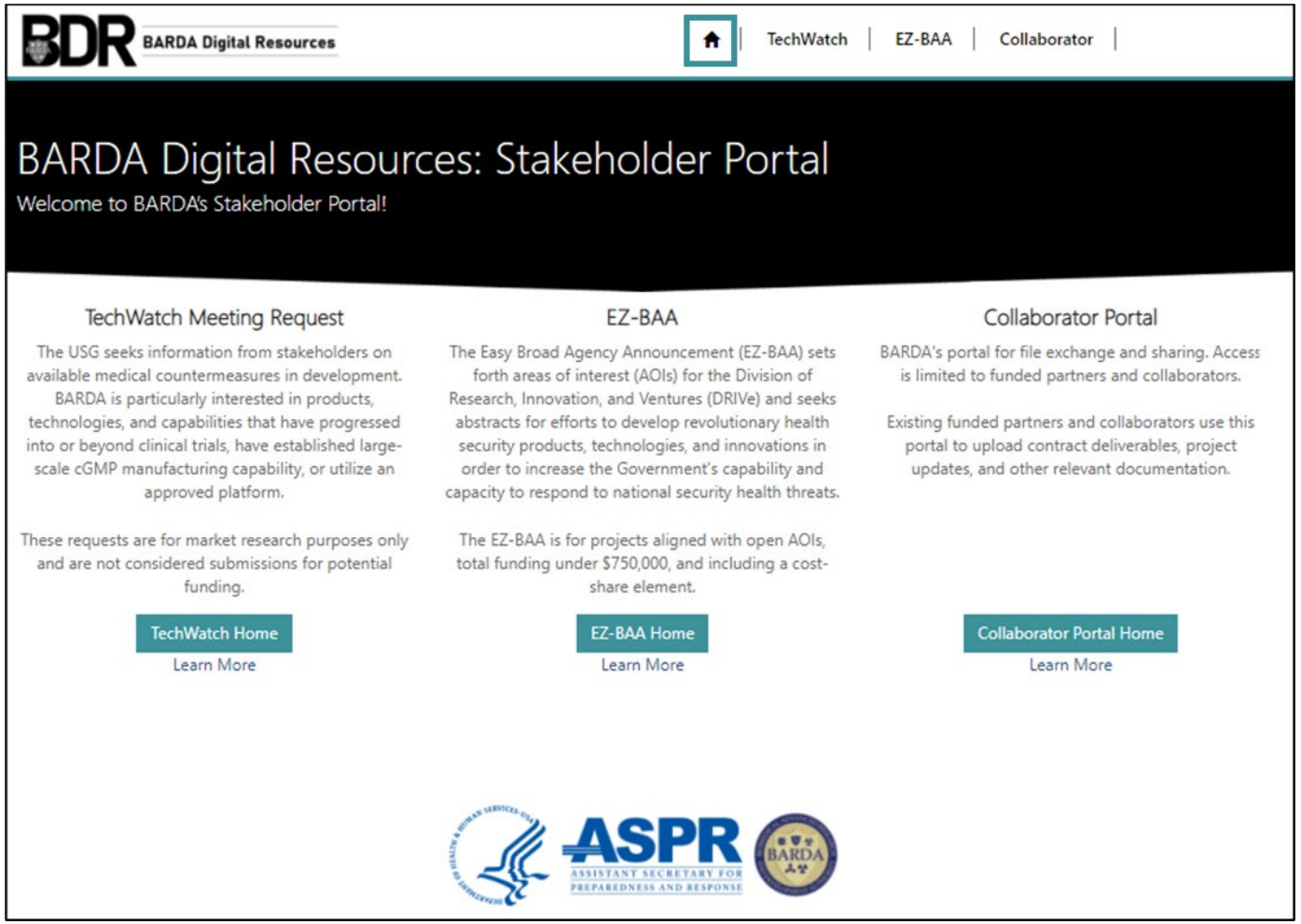






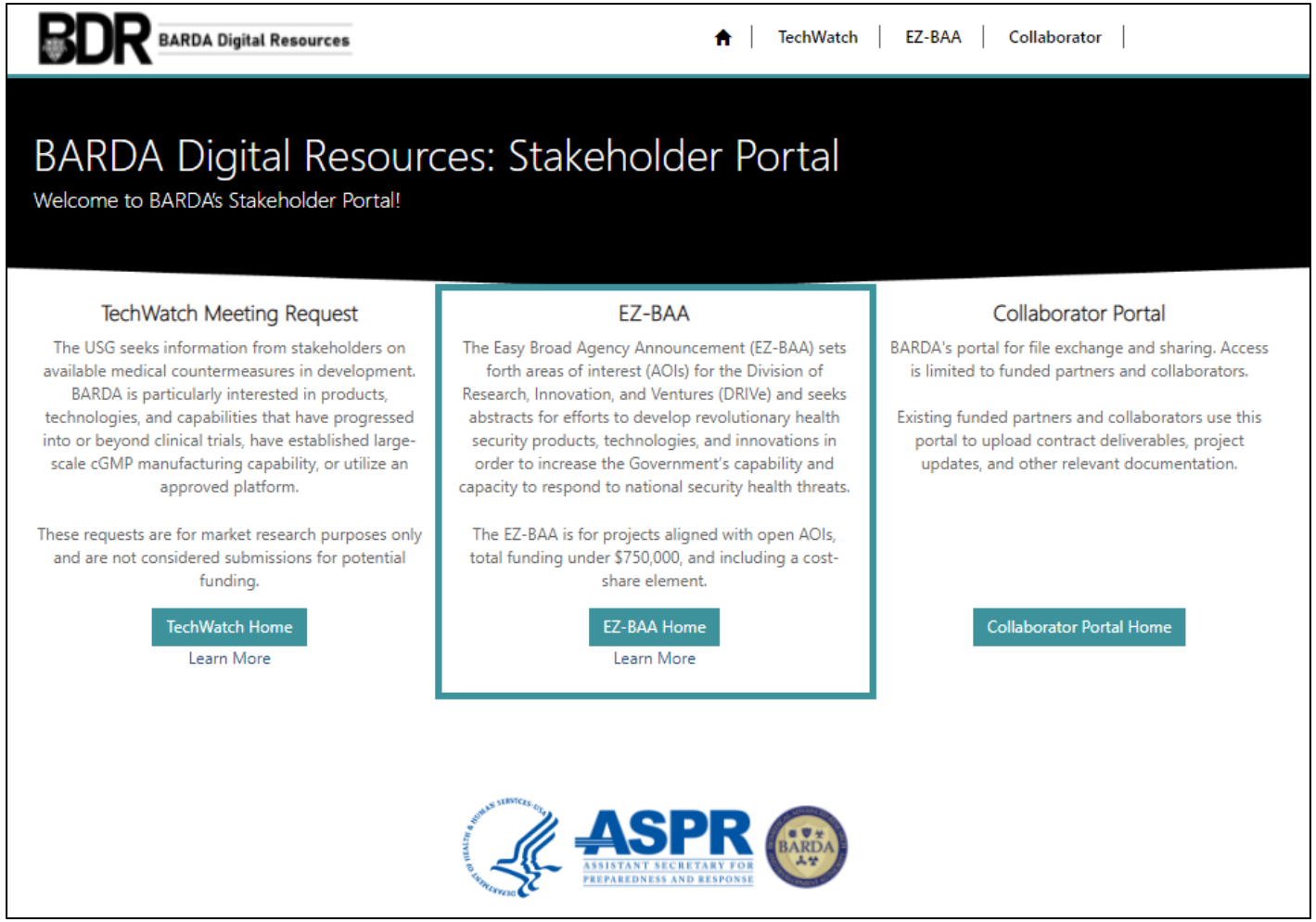
BDR Portal Landing Page

- After logging in, Users will be directed to the BDR Portal landing page.
- Within this landing page, Users will be able to access all the BDR project areas including:
  - TechWatch
  - EZ-BAA
  - Collaborator Portal
- Users can navigate back to the BDR Portal landing page by clicking the home icon on the top hand navigation toolbar.



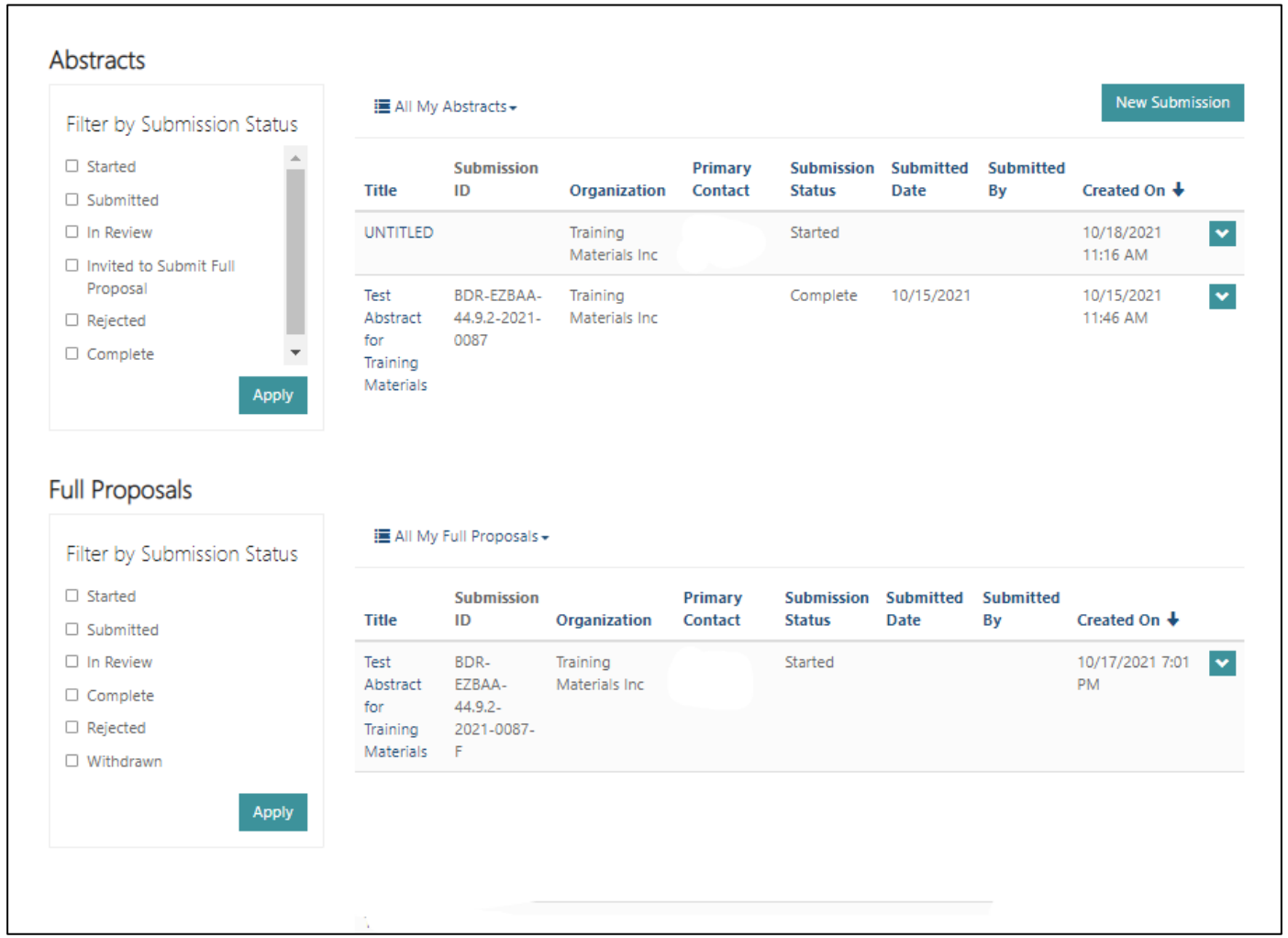
Navigating to the EZ-BAA Home

- After a User has signed in and been directed to the BDR Portal Landing Page, a User should select "**EZ-BAA Home**" to access their EZ-BAA Submission Dashboard.



EZ-BAA Submission Dashboard

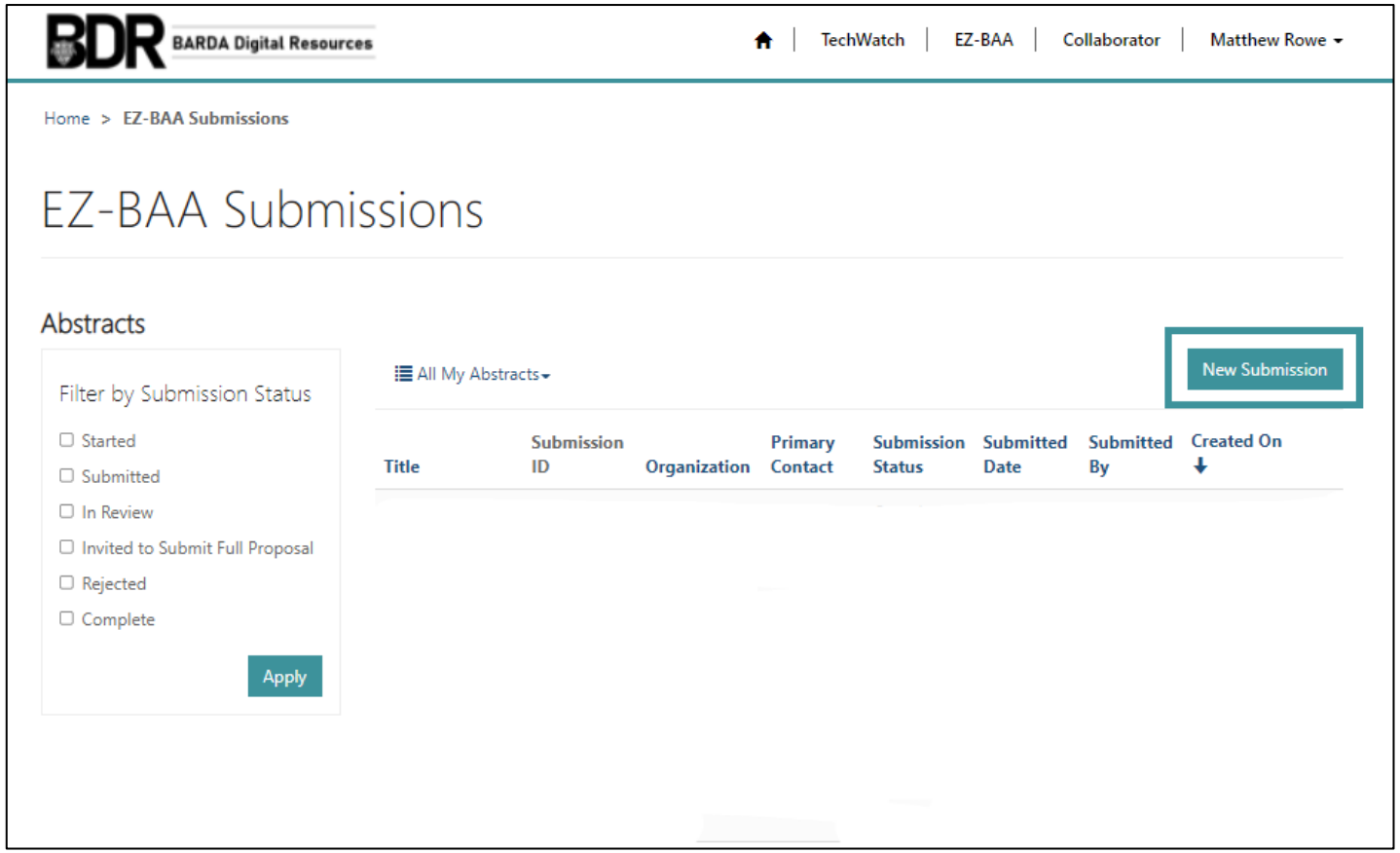
- After selecting the "**EZ-BAA Home**", an Applicant will be directed to their submission dashboards page.
- An Applicant may review any previously submitted abstract and full proposal records and continue any in-progress submissions from this page.
- For faster navigation and easier querying, an Applicant may filter their submissions by their status within the left-hand filter menu.



Submitting an Abstract in BDR

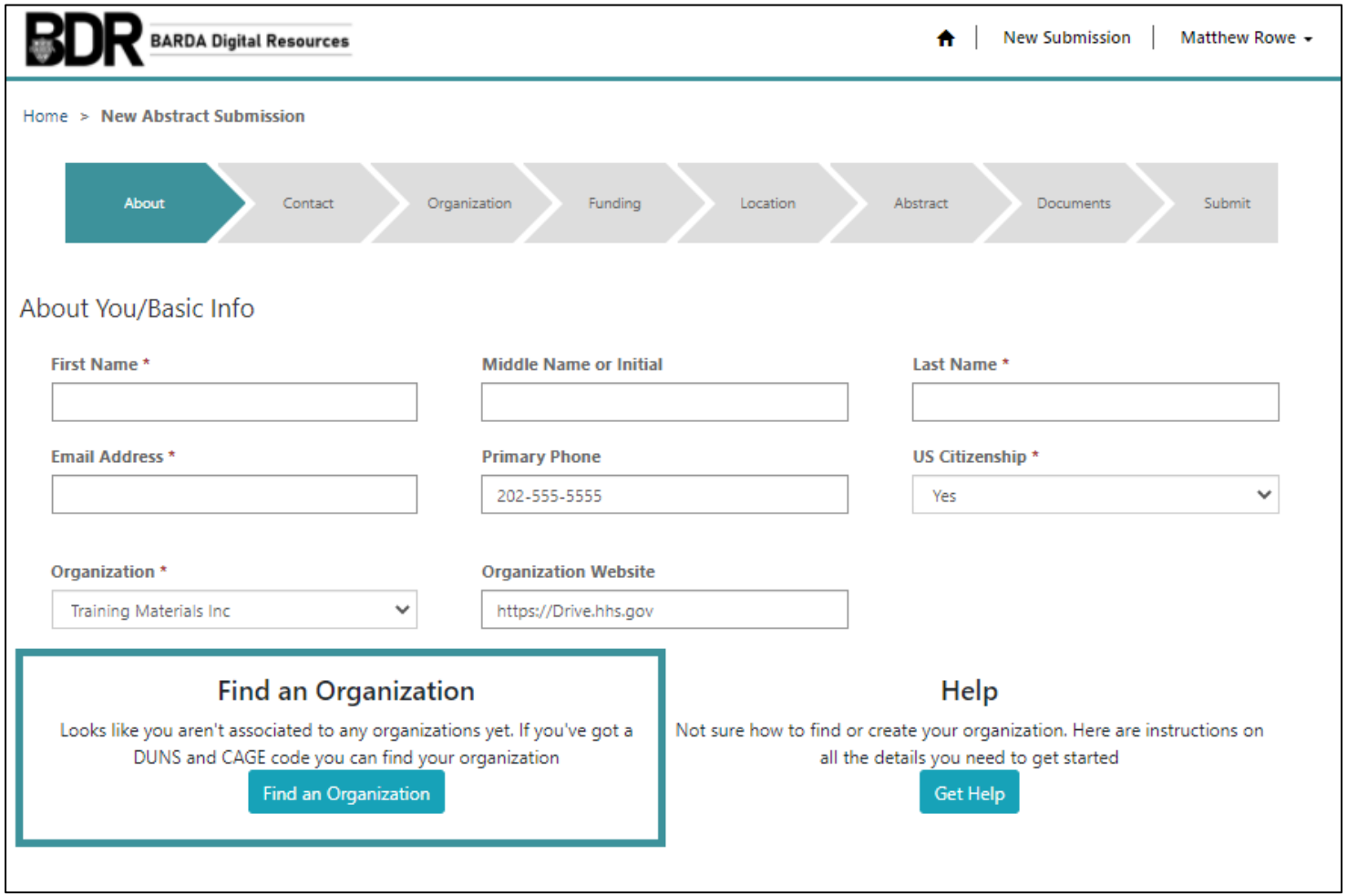
Creating an Abstract Submission

- Once an Applicant has navigated to the EZ-BAA Submission Dashboard, they will be able to start a new abstract submission by selecting the "**New Submission**" option located above the abstract section of the submission dashboard



Abstract – About Tab

- Within the ***About*** tab, an Applicant's "**About You/Basic Info**" will populate from their profile data. They will be able to either confirm or modify this information.
- To complete the required information for this tab, an Applicant will need to confirm the organization they are submitting the abstract on behalf of.
- The Applicant will be able to either select an organization they are already associated with through the organization dropdown, or associate to a new organization using the "**Find an Organization**" option.

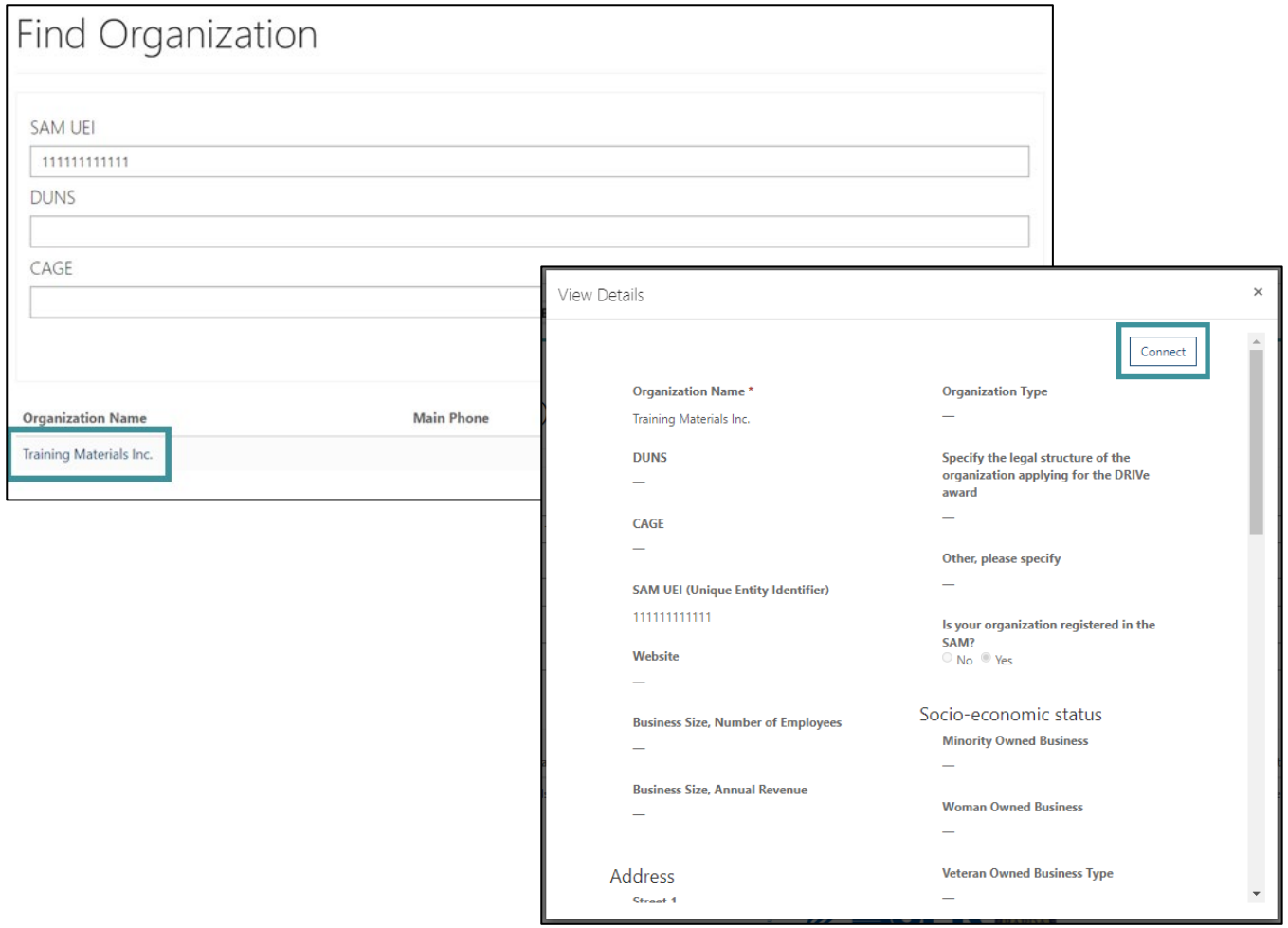


Finding an Existing Organization

- When a User selects "**Find an Organization,**" they will be given two options:
  1. Find an Organization that already exists within the BARDA database.
  2. Add a new Organization.

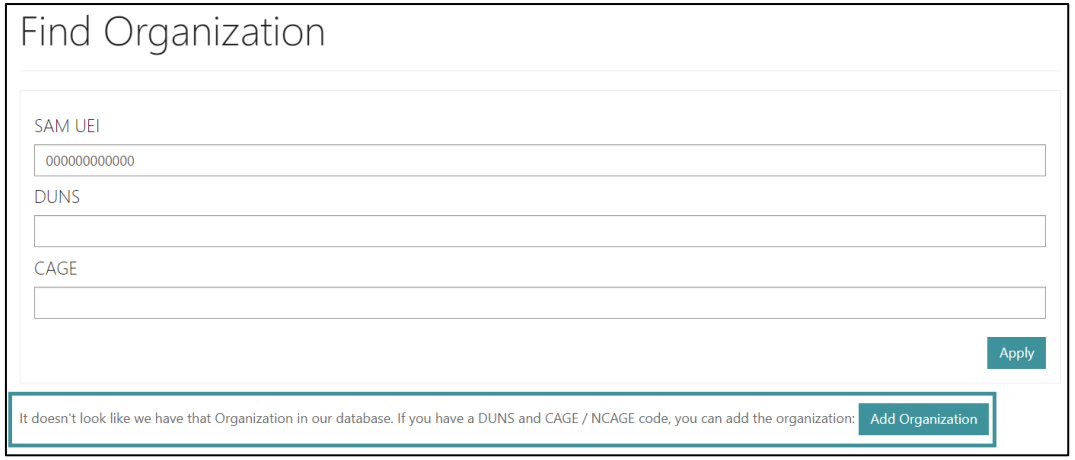
<u>Find an existing Organization:</u>

- Users will search using the SAM UEI, DUNS and/or CAGE number for the Organization.
- If the Organization record already exists, the Organization name and information will populate in a table below the search menu.
- To associate, a User should select the Organization name, and select "**Connect**" within the subsequent popup menu.



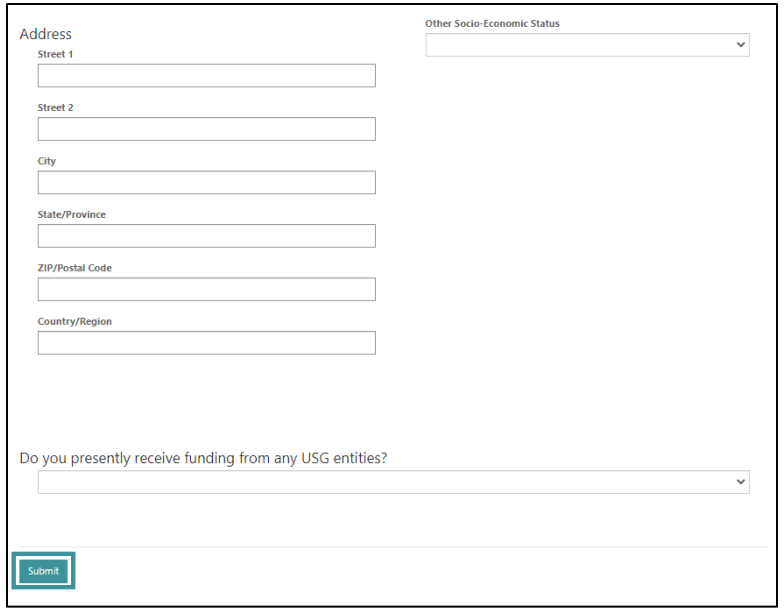
Adding a New Organization

- When a User selects "**Find an Organization,**" they will be given two options:
  1. Find an Organization that already exists within the BARDA database.
  2. Add a new Organization.



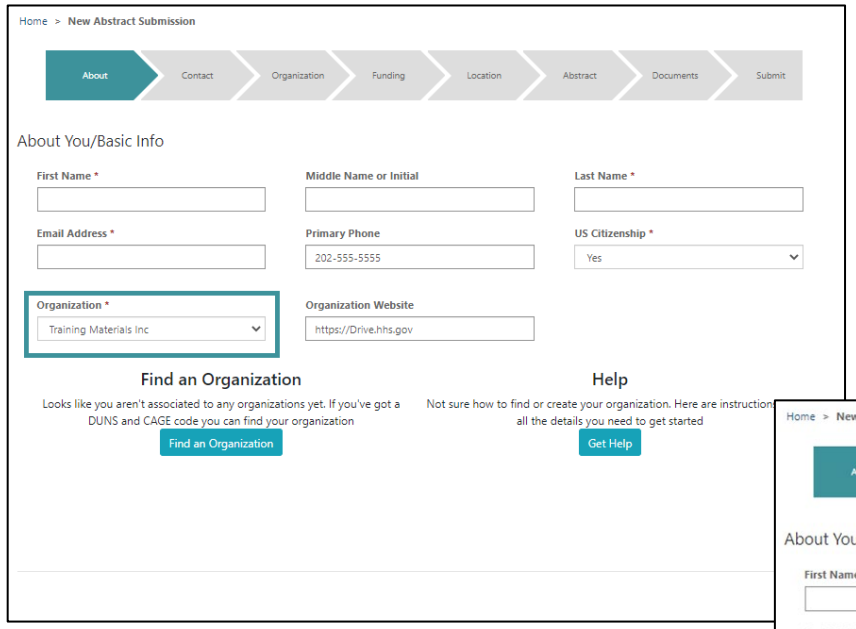
<u>Add a new organization:</u>

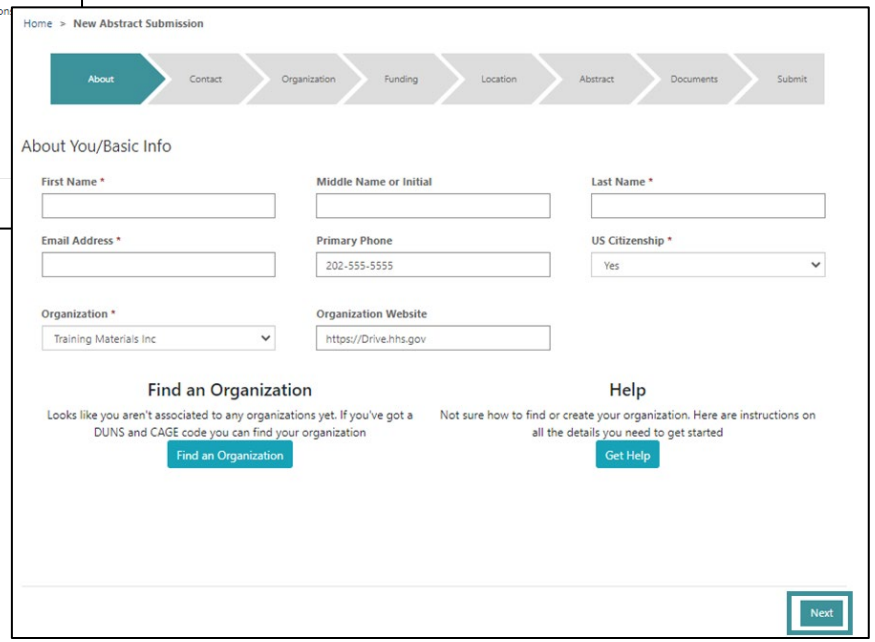
- Users will search using the SAM UEI, DUNS and/or CAGE number for the Organization.
- If the Organization does not exist, a User will be given the option to "**Add Organization**" below the search menu.
- To add the Organization record, Users must populate the required Organization data within the presented popup window, then select "**Submit**" at the bottom of the window.



Abstract – About Tab

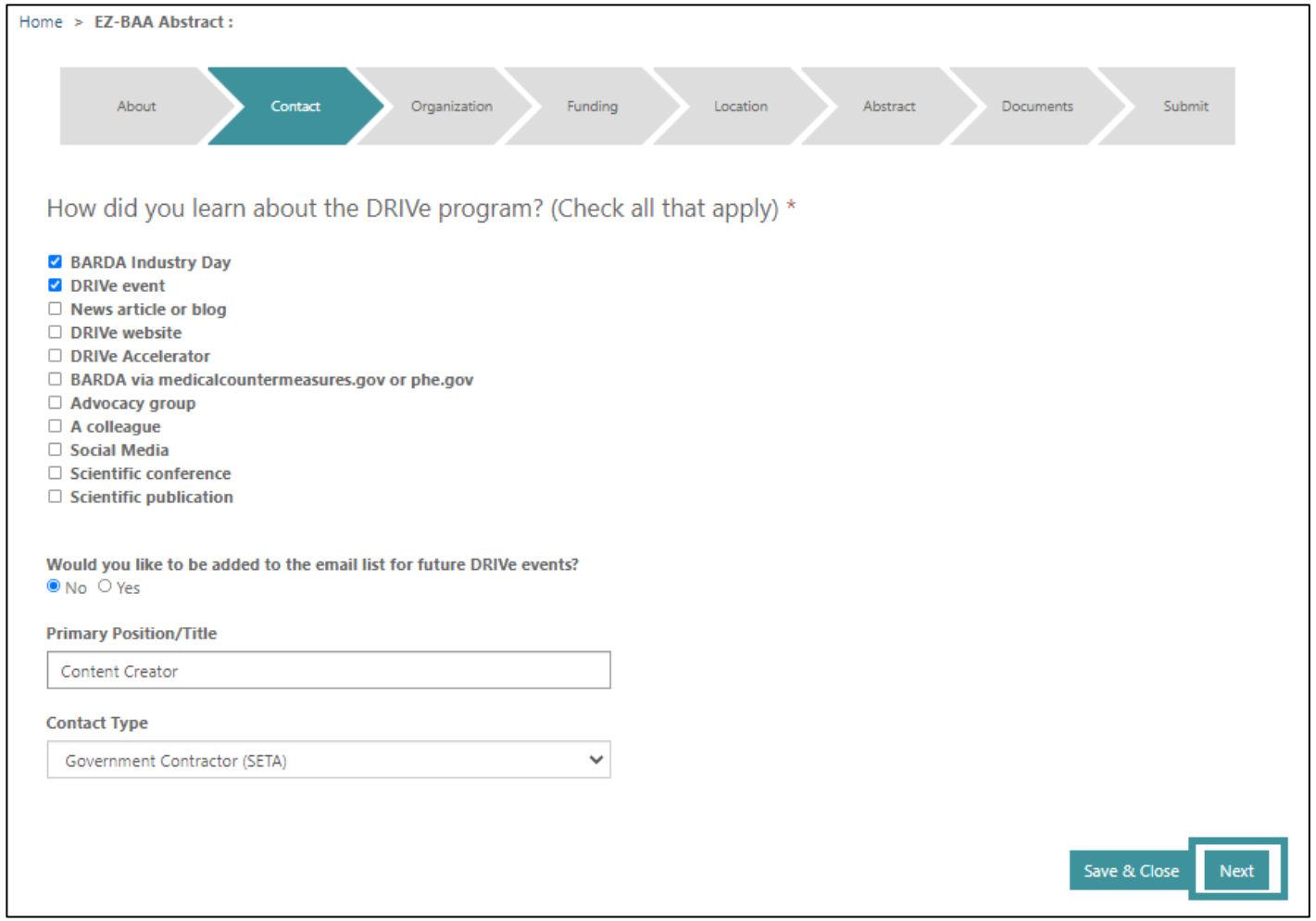
- After an Applicant has added an Organization to their submission record, they should confirm the Organization was added and that all information on the ***About*** tab looks correct.
- After confirming review, Applicant should select "**Next**".





Abstract – Contact Tab

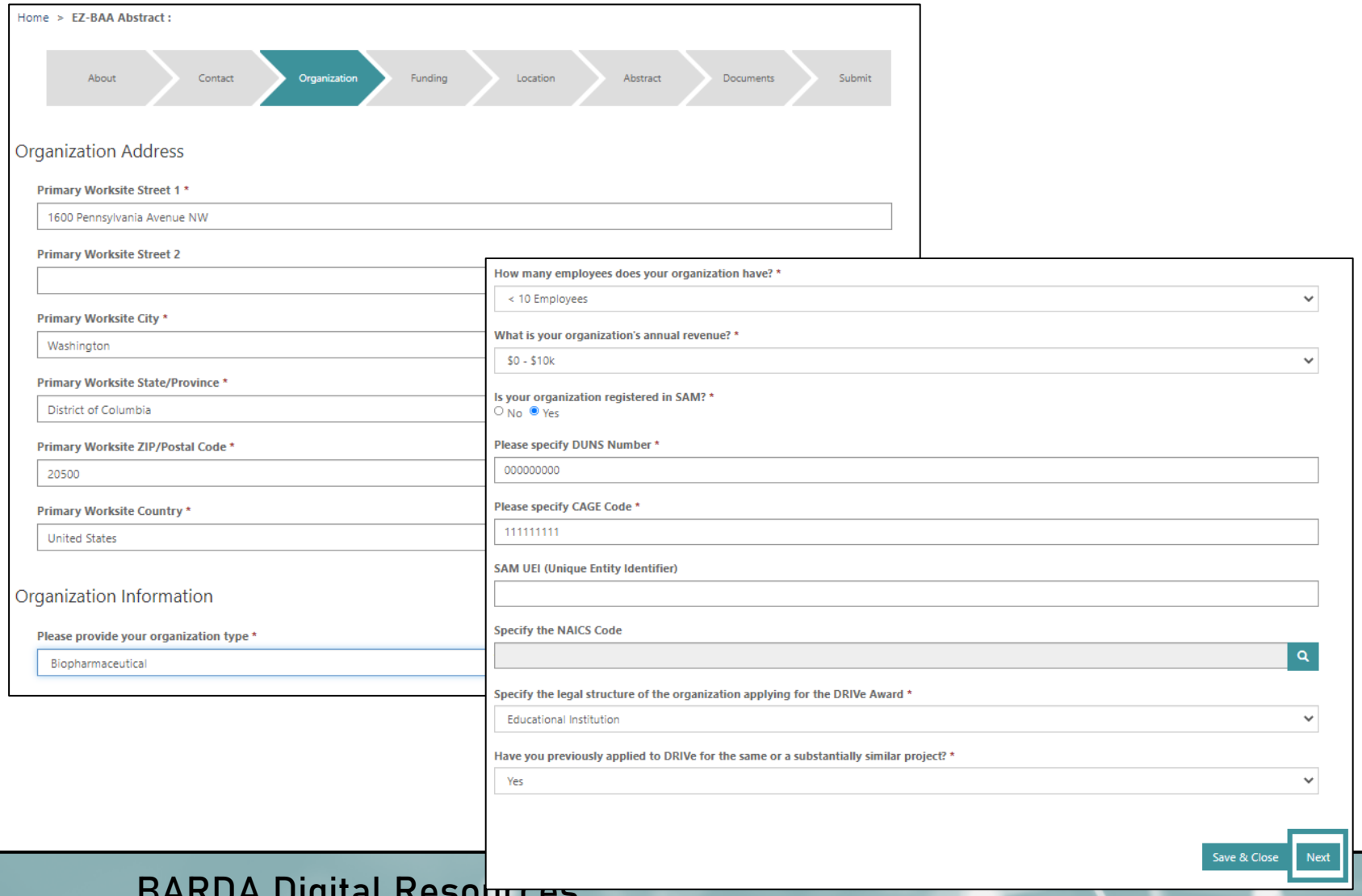
- Within the ***Contact*** tab, Applicants will be able to provide the Contact related data, ensuring at a minimum, the required data fields are populated.
- After entry and review is complete, Applicant should select "**Next**".



*Some Contact data will prepopulate based on the Applicant's profile entries; however, this data can be modified on the submission record.

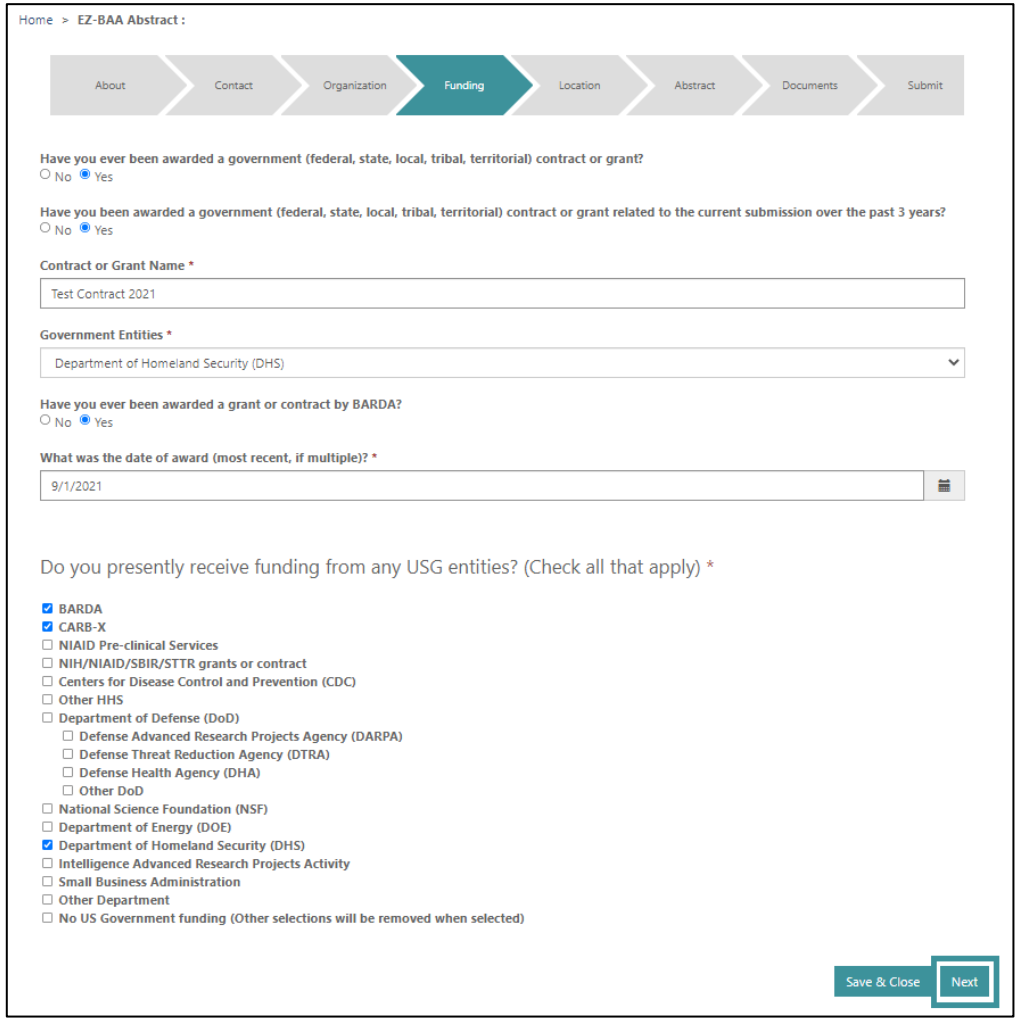
Abstract – Organization Tab

- Within the ***Organization*** tab, Applicants should provide the Organization related data, ensuring at a minimum, the required data fields are populated.
- Some Organization data will prepopulate based on the Organization record within the BARDA database; however, this data can be modified on the submission record.
- After entry and review is complete, Applicant should select "**Next**".



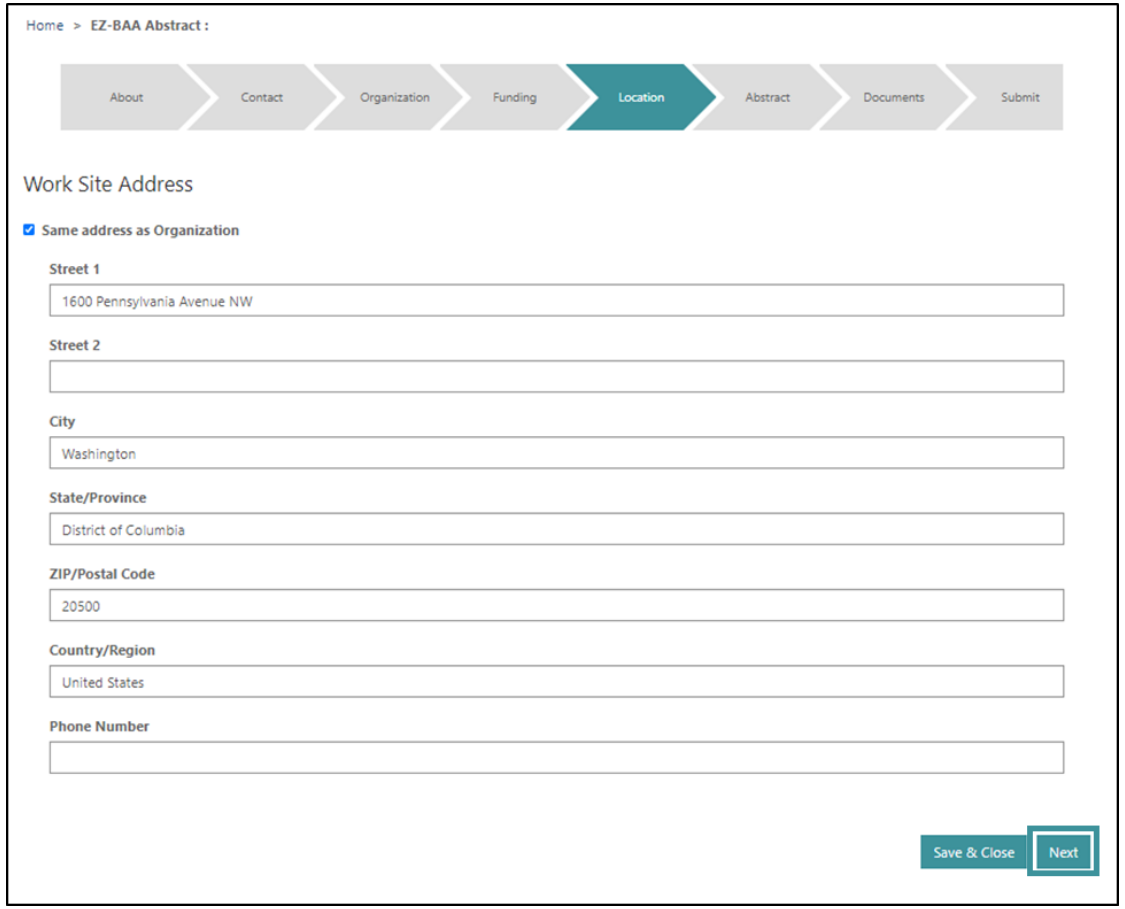
Abstract – Funding Tab

- Within the ***Funding*** tab, Applicants will be able to provide the funding related data, ensuring at a minimum, the required data fields are populated.
- Some funding data will prepopulate based on the Organization record within the BARDA database; however, this data can be modified on the submission record
- After entry and review is complete, Applicant should select "**Next**".



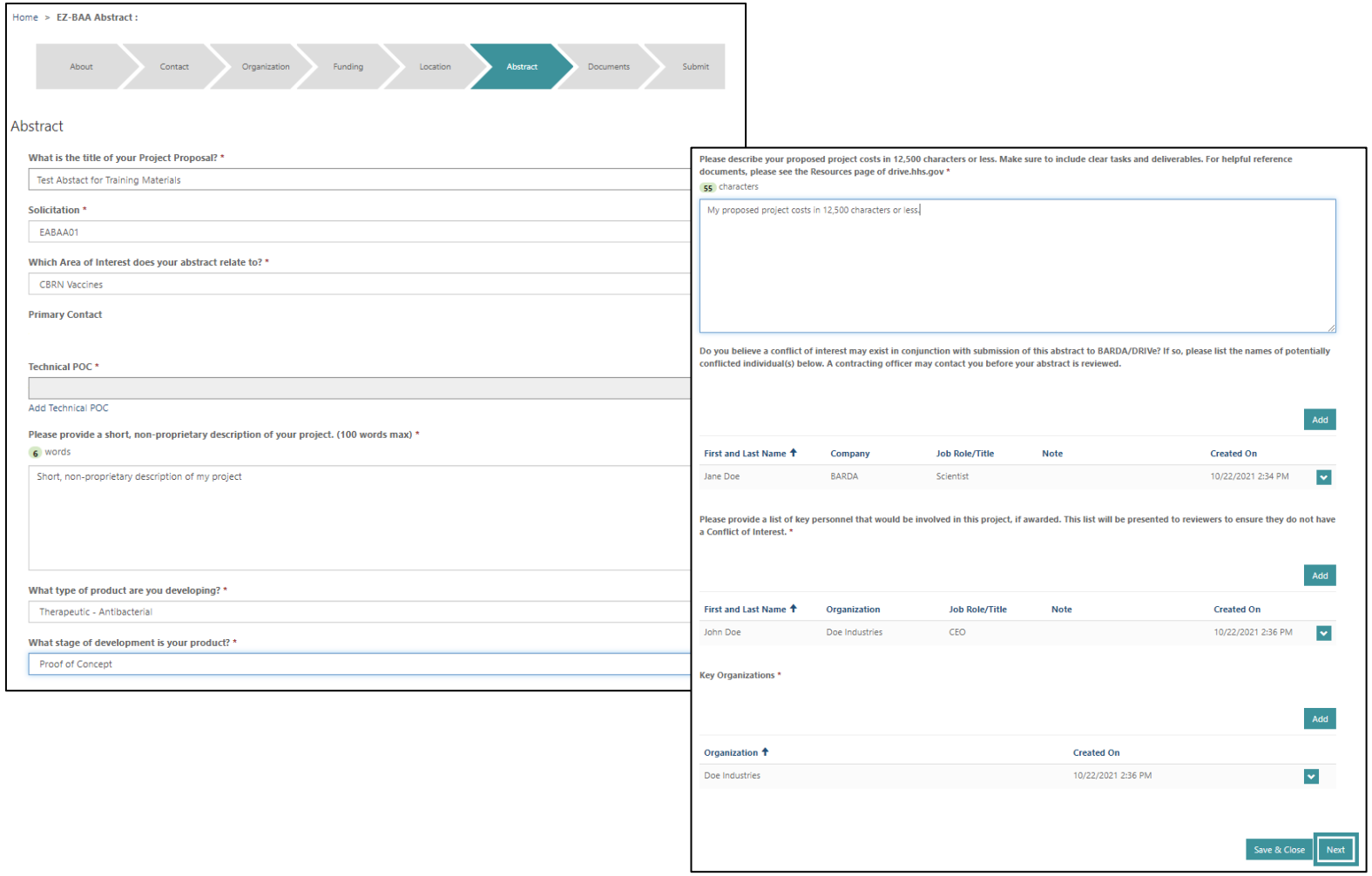
Abstract – Location Tab

- Within the ***Location*** tab, the Applicant will be given two options:
  1. Manually enter in the worksite address data
  2. Copy the Organization address within the worksite address (if these locations are the same)
- After entry and review is complete, Applicant should select "**Next**".



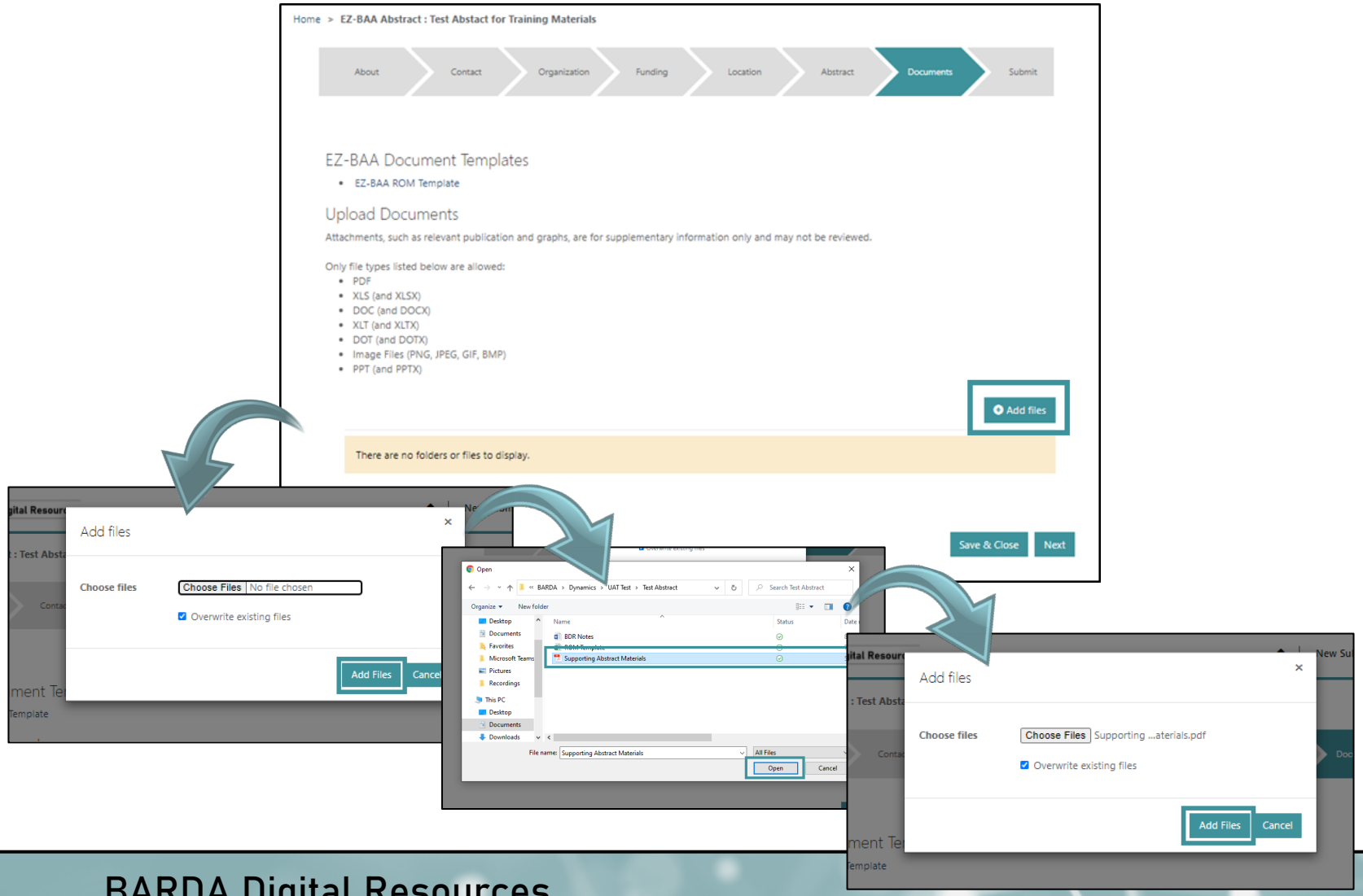
Abstract – Abstract Tab

- Within the ***Abstract*** tab, Applicants will be able to provide the Abstract related data, ensuring at a minimum, the required data fields are populated.
- After entry and review is complete, Applicant should select "**Next**".



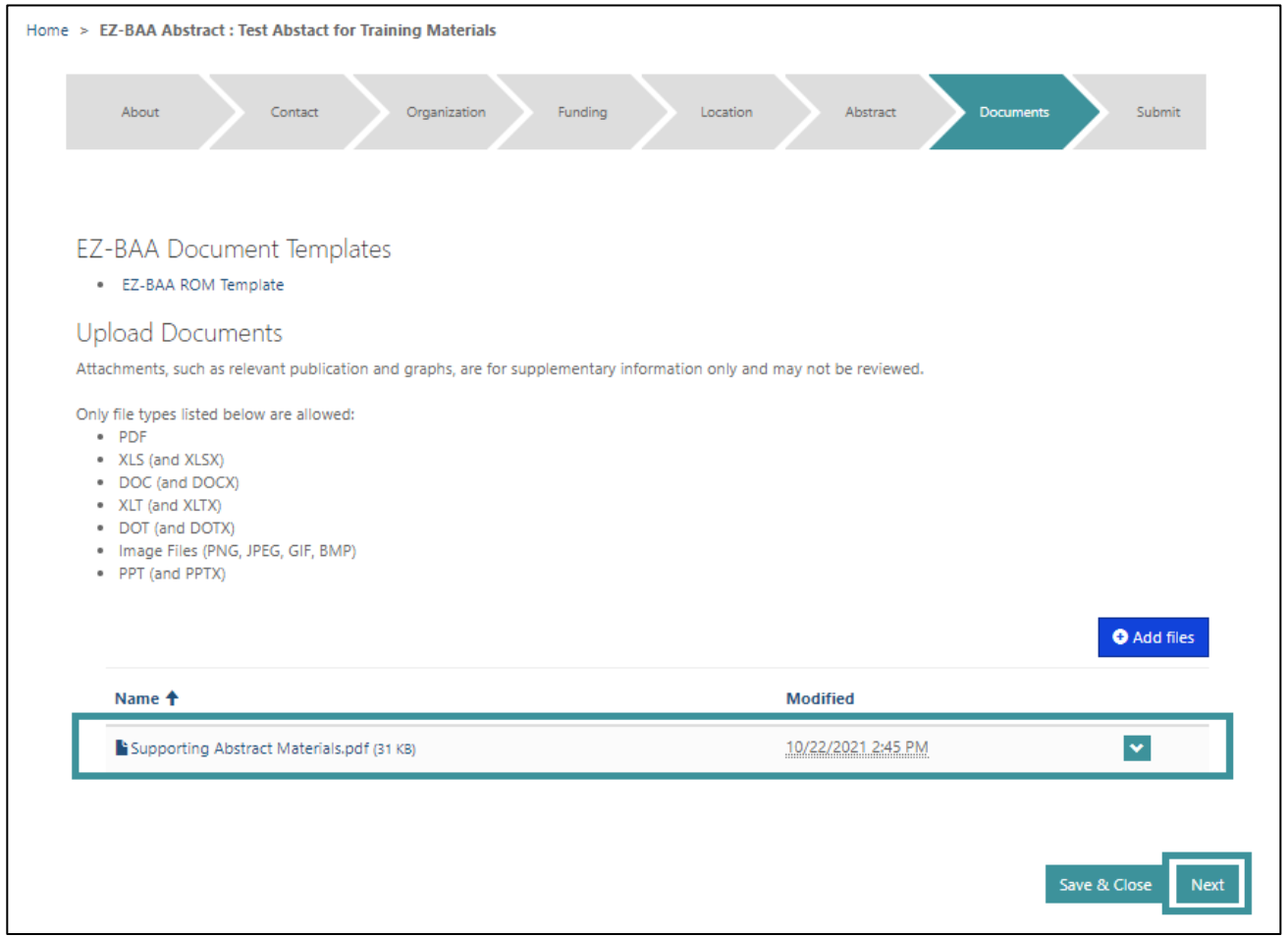
Abstract – Documents Tab

- Within the ***Documents*** tab, Applicants can upload documents relevant to their abstract submission such as a Rough Order of Magnitude.
- To add a file(s), an Applicant should take the following steps:
  - Select "**Add files**"
  - Select "**Choose file**"
  - Locate file(s) and select "**Open**"
  - Confirm file has been added to the "**Add files**" widow. Click "**Add Files**"



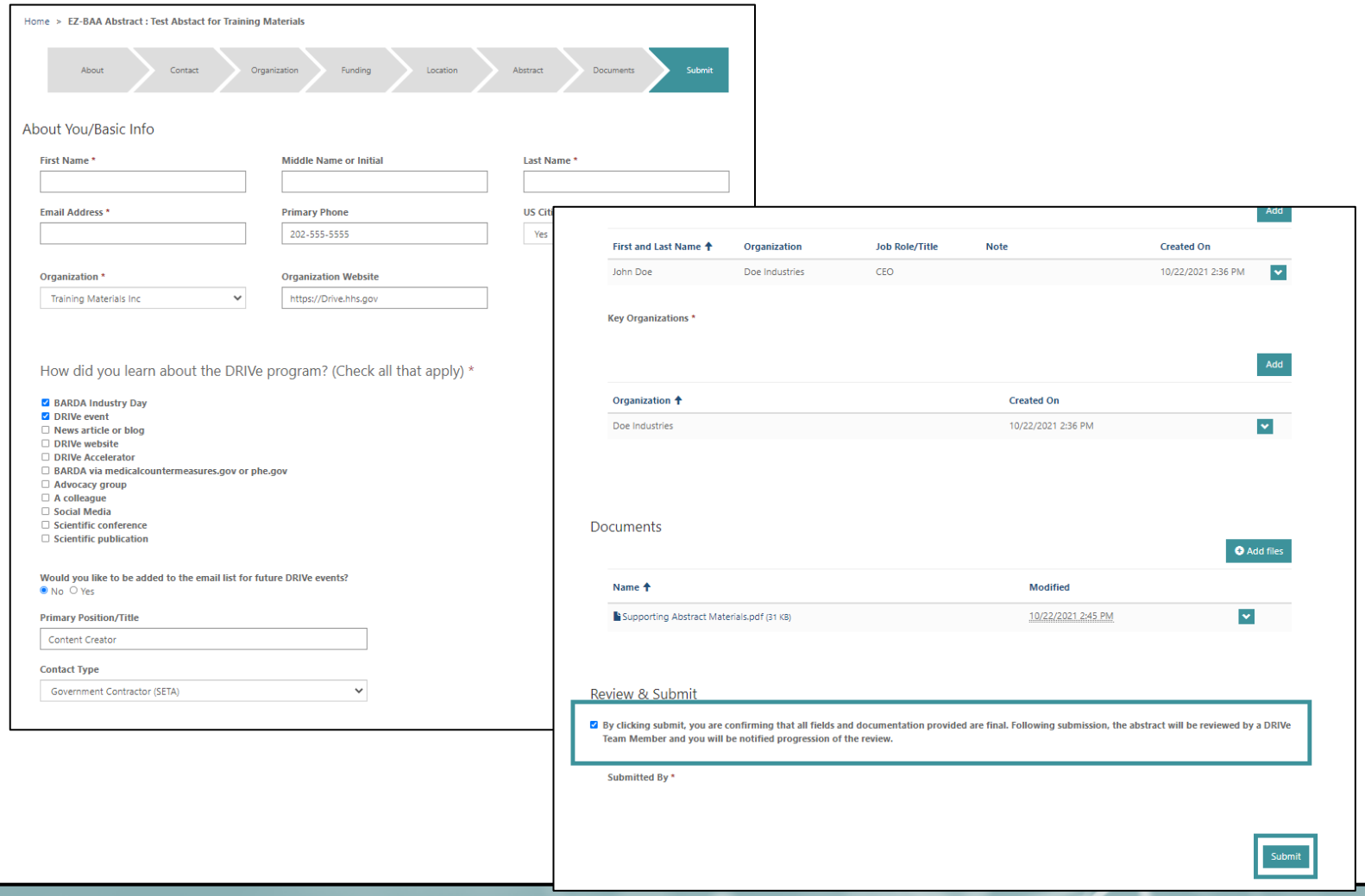
Abstract – Documents Tab

- After an Applicant has uploaded any supplementary Abstract Documents, the documents should now display at the bottom of the ***Documents*** tab.
- After document upload and review is complete, Applicant should select "**Next**".



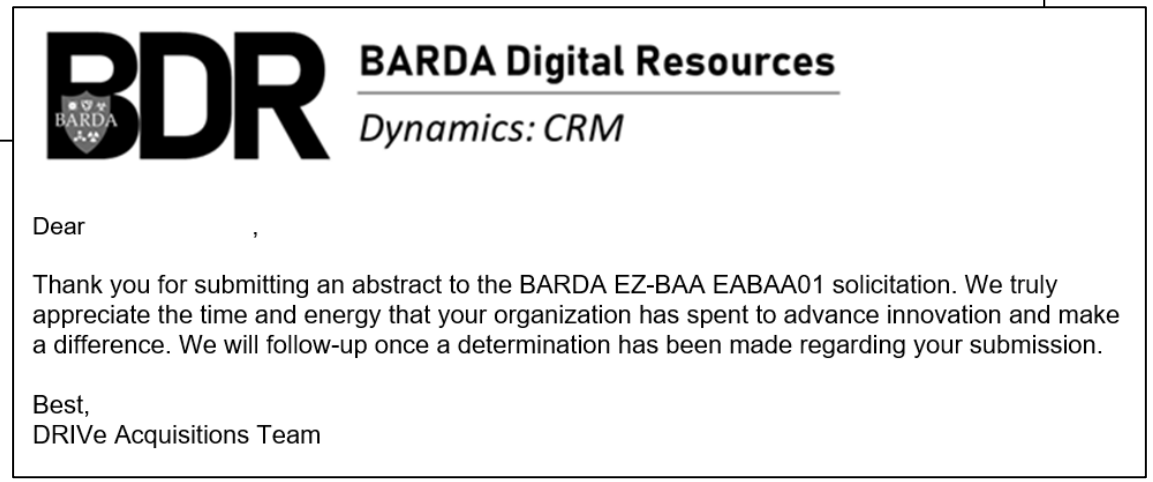
Abstract – Submit Tab

- Within the ***Submit*** tab, the Applicant will be able to review all the data and documents that have been inputted throughout the submission entry.
- Applicants should review the submission data, ensuring at a minimum, the required data fields are accurate and populated.
- After the review is complete, Applicants should confirm submission data via the checkbox at the bottom of the tab and select "**Submit**".



Abstract – Submission Complete

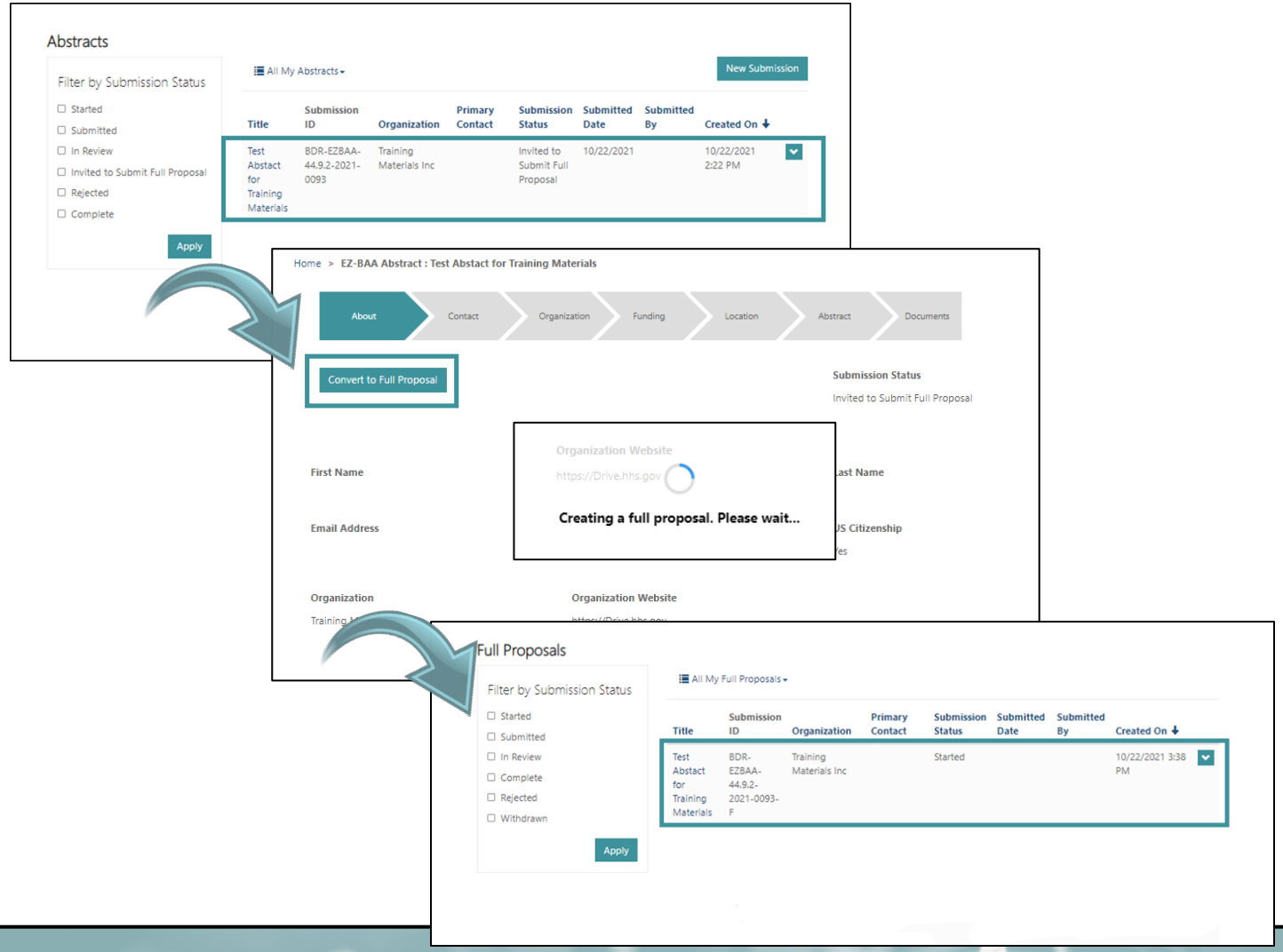
- After an Applicant has completed the submission of the abstract within the ***Submit*** tab, they will be directed back to the Submission dashboard where they will see the abstract record displayed under a "**Submitted**" status.
- The Applicant will also receive a system generated notification confirming that the submission has been received within the BARDA submission review module.
- The abstract submission process is now complete. Updates to the submission status will be updated as it moved through the BARDA review process.



Submitting a Full Proposal in BDR

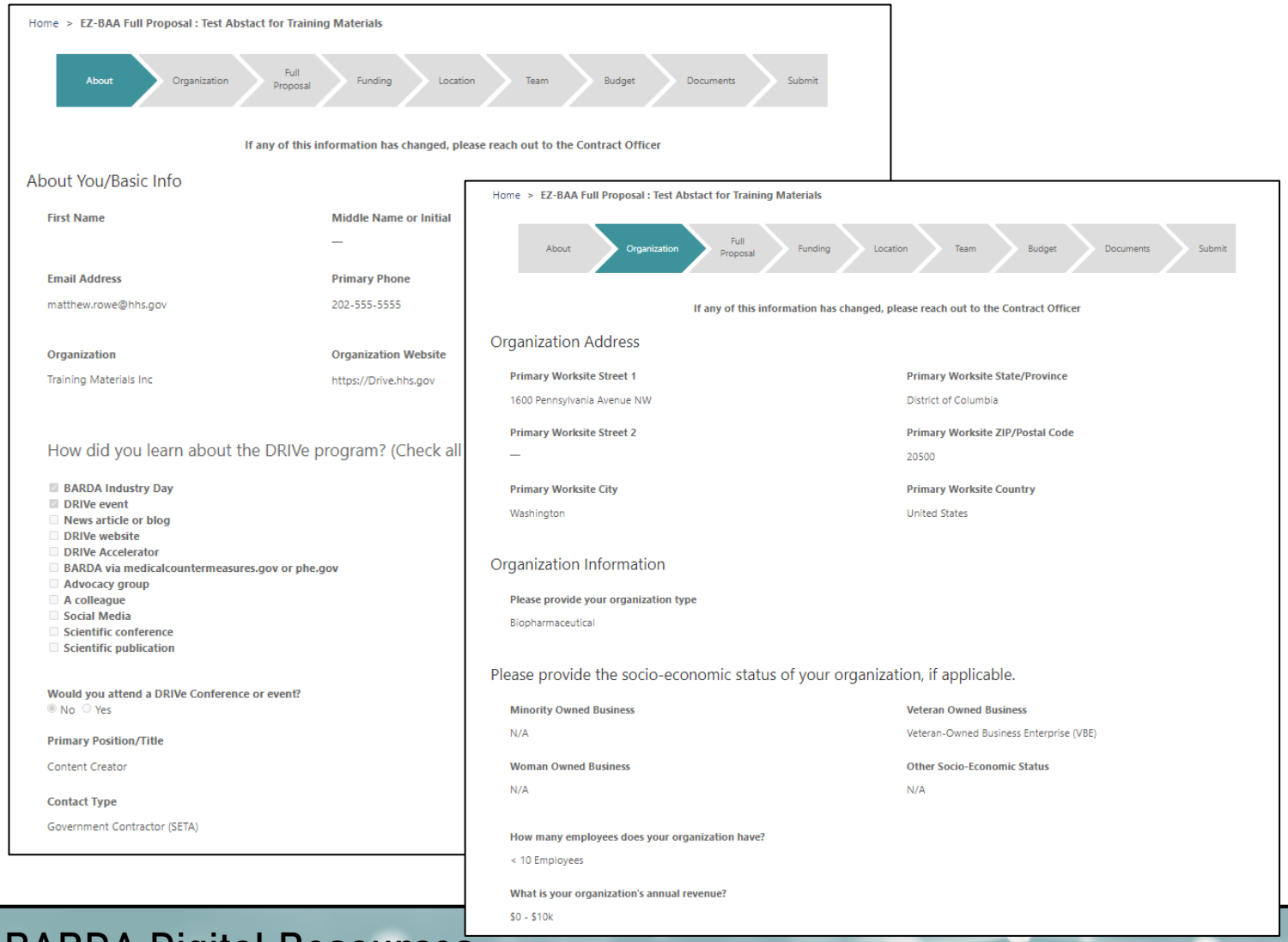
Converting Abstract to Full Proposal

- After the BARDA review is complete and an "**Invited to Submit Full Proposal**" determination is given, the abstract record within the submission dashboard will reflect this status and the Applicant will be able to convert the abstract record into a full proposal submission.
- To complete this action, the Applicant should select the abstract title opening the read-only abstract record.
- Within the abstract record, the applicant will be presented with a "**Convert to Full Proposal**" option.
- Once this option is selected, the system will clone the abstract data and populate it into a newly created full proposal record that will be displayed in the submission dashboard.



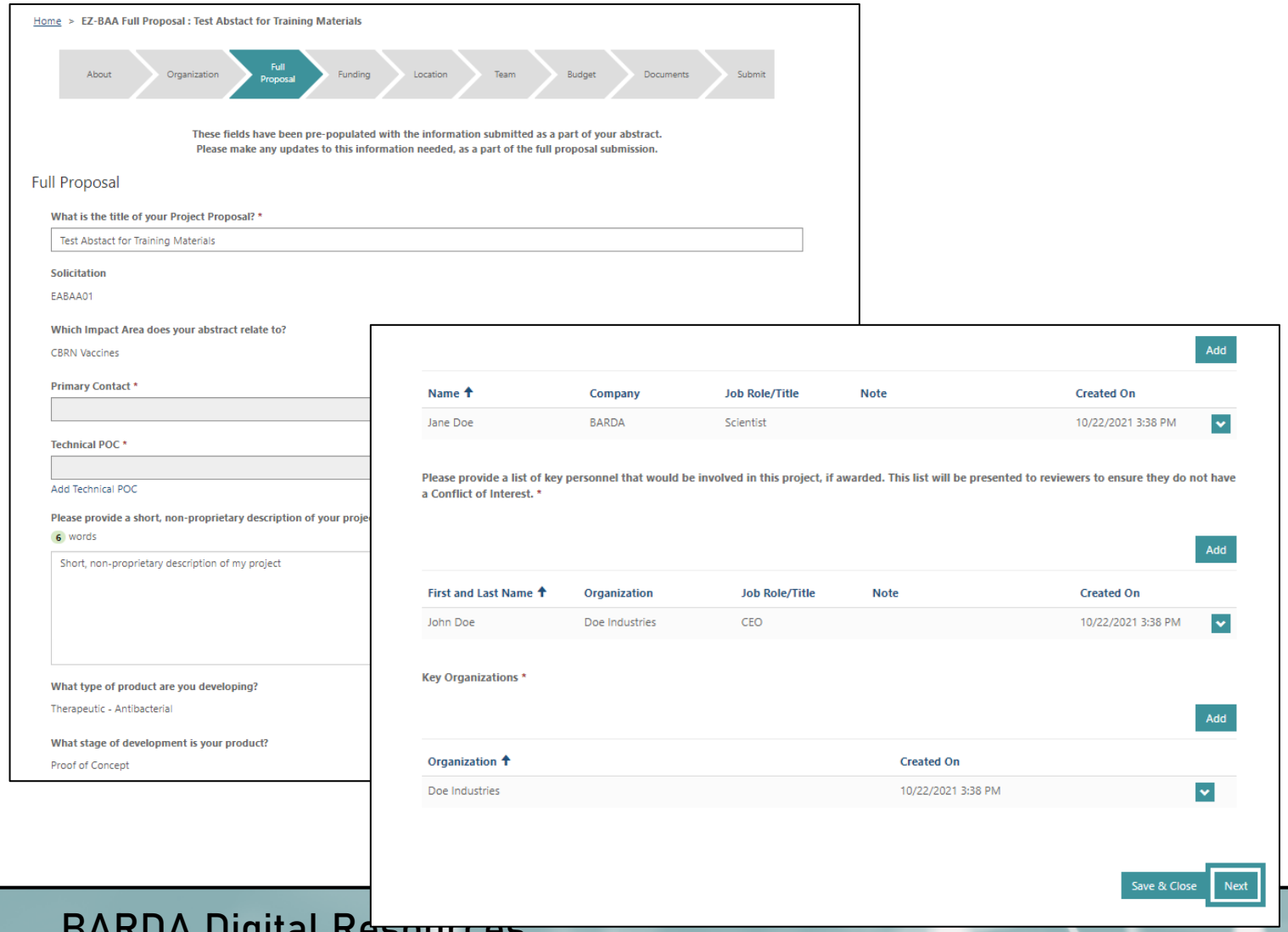
Full Proposal - About and Organization Tabs

- Once the full proposal record has been created, the Applicant can access the submission by selecting the title within the "**Full Proposal**" section of the submission dashboard.
- The first two tabs of the full proposal record will be the ***About*** and ***Organization*** tabs. These tabs will pre-populate with data that was provided within the abstract submission.
- This data will be locked and can not be modified; however, the Applicant is instructed to contact the Contracting Group if the information presented has changed.
- After entry and review is complete, Applicant should select "**Next**".



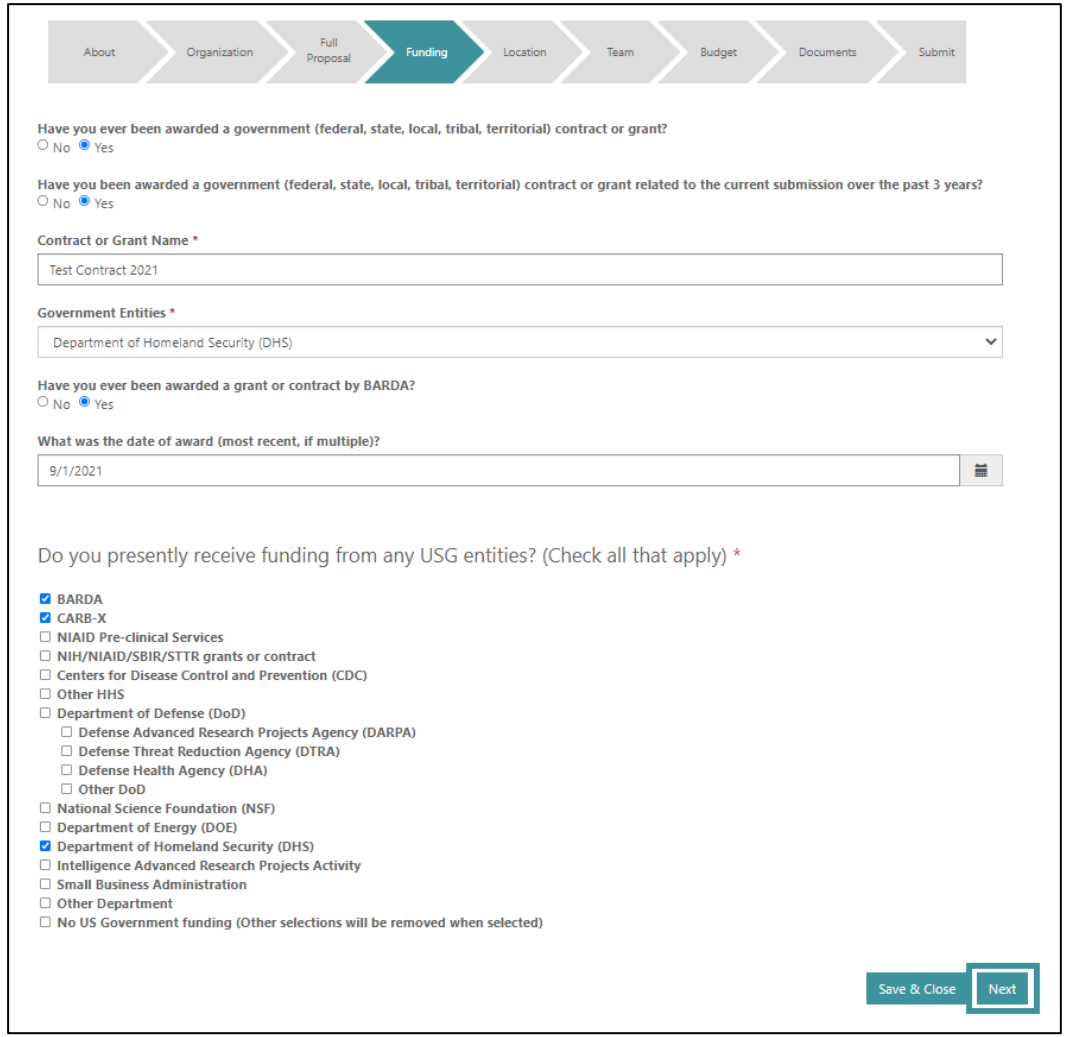
Full Proposal – Full Proposal Tab

- Within the ***Full Proposal*** tab all fields will be pre-populated with data from the abstract record; however, fields such as the proposal title and proposal description can be modified for the full proposal record.
- After entry and review is complete, Applicant should select "**Next**".



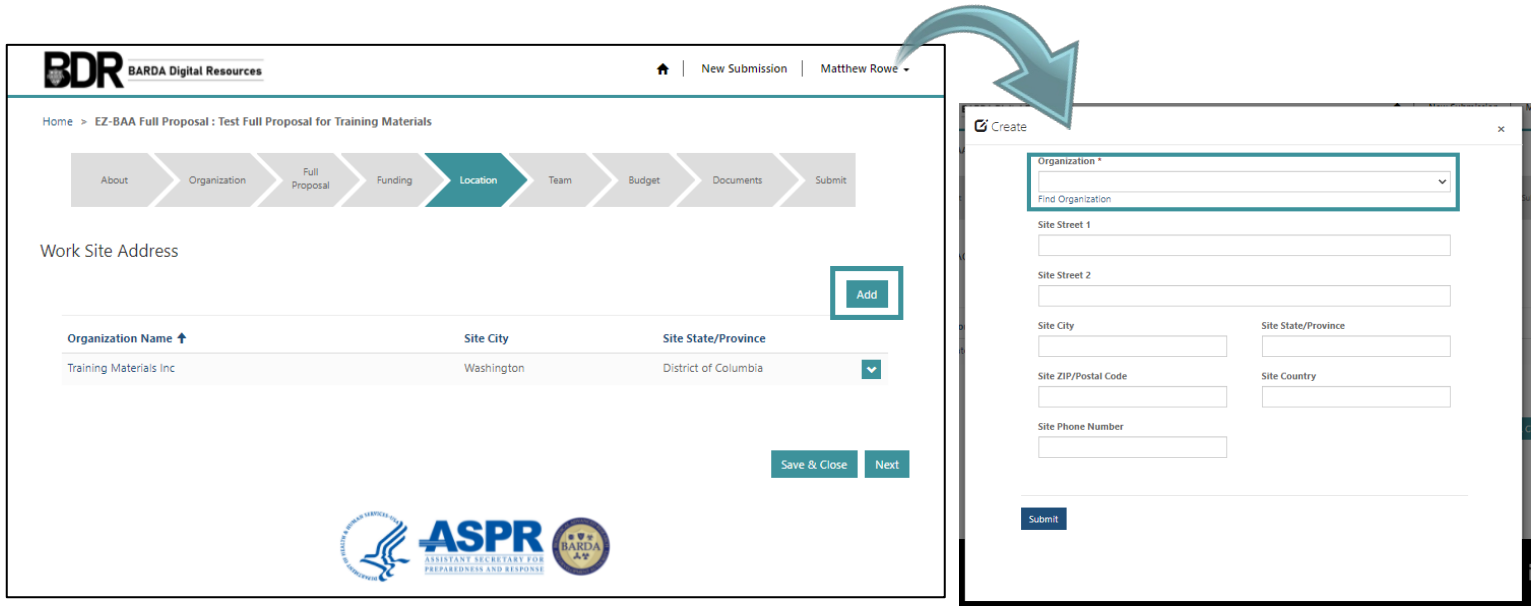
Full Proposal - Funding Tab

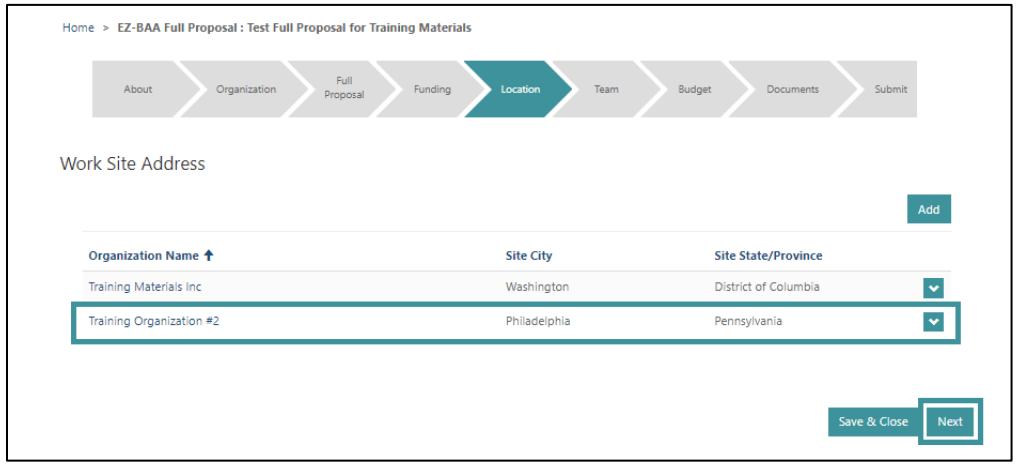
- Within the ***Funding*** tab all fields will be pre-populated with data from the abstract record; however, fields such as the previous government contract information can be modified for the full proposal record.
- After entry and review is complete, Applicant should select "**Next**".



Full Proposal - Location Tab

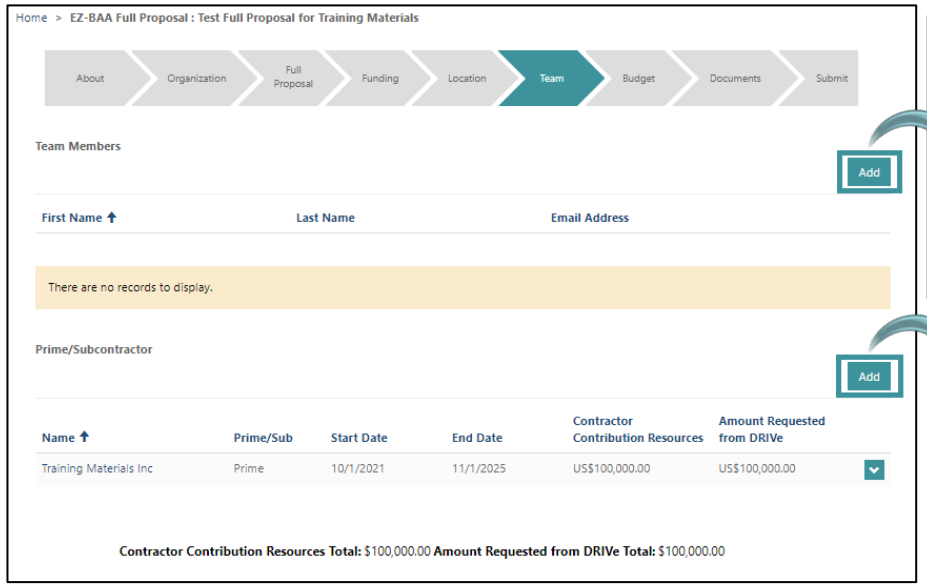
- Within the ***Location*** tab, the organization location will pre-populate with data provided on the abstract record; however, the Applicant is able to add or delete location data.
- To add location data, the applicant should select "**Add**". This will present the applicant with a "**Create**" window. From this window, the Applicant will be able to "**Find Organization**". For further details around finding an organization, please refer to slides 14-15.
- After entry and review is complete, Applicant should select "**Next**".

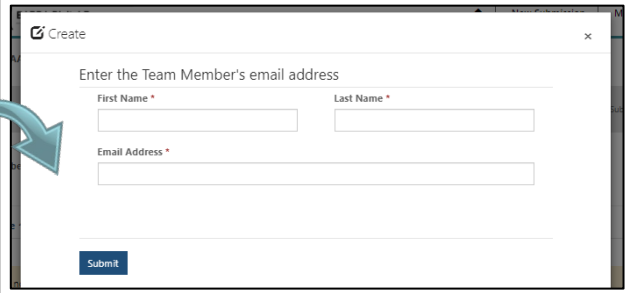


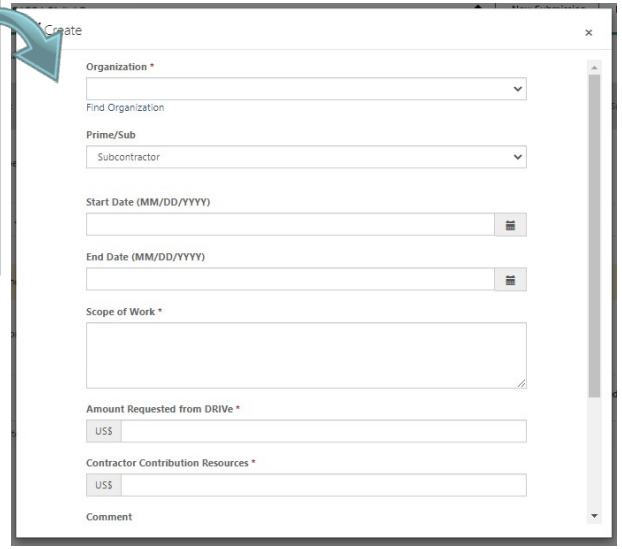


Full Proposal - Team Tab

- Within the ***Team*** tab, Applicants will be able to perform the following:
  1. **Add a Team Member**: when added, Team Members will receive an email notification and will be given access to the full proposal record.
  2. **Add subcontractors:** including details on budget information.
- After entry and review is complete, Applicants should select "**Next**".



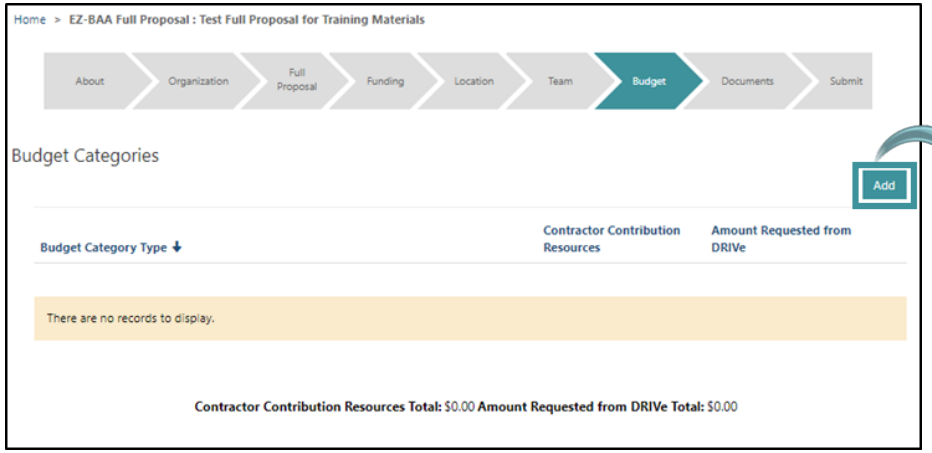


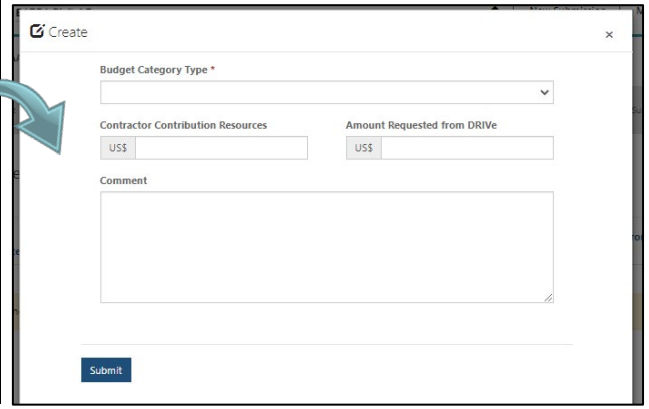


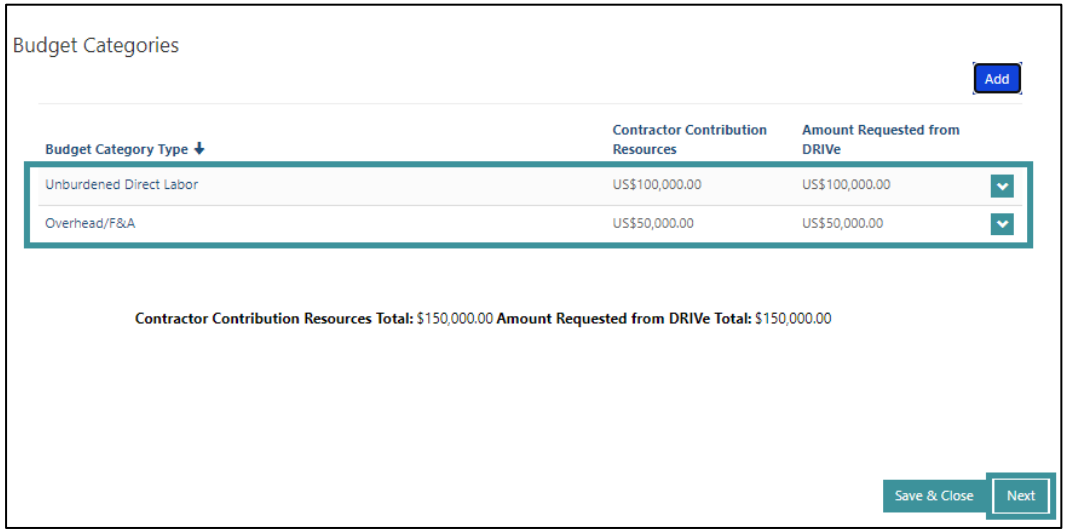
*Budget totals within the "Team" tab will need to match budget totals entered within the "Full Proposal" and "Budget" tabs

Full Proposal - Budget Tab

- Within the ***Budget*** tab, Applicants will be able to add funding details for individual budget category types. To perform this action, the Applicant should select "**Add**".
  - Budget totals within the ***Budget*** tab will need to match budget totals entered within the ***Full Proposal*** and ***Team*** tabs
- After entry and review is complete, Applicant should select "**Next**".

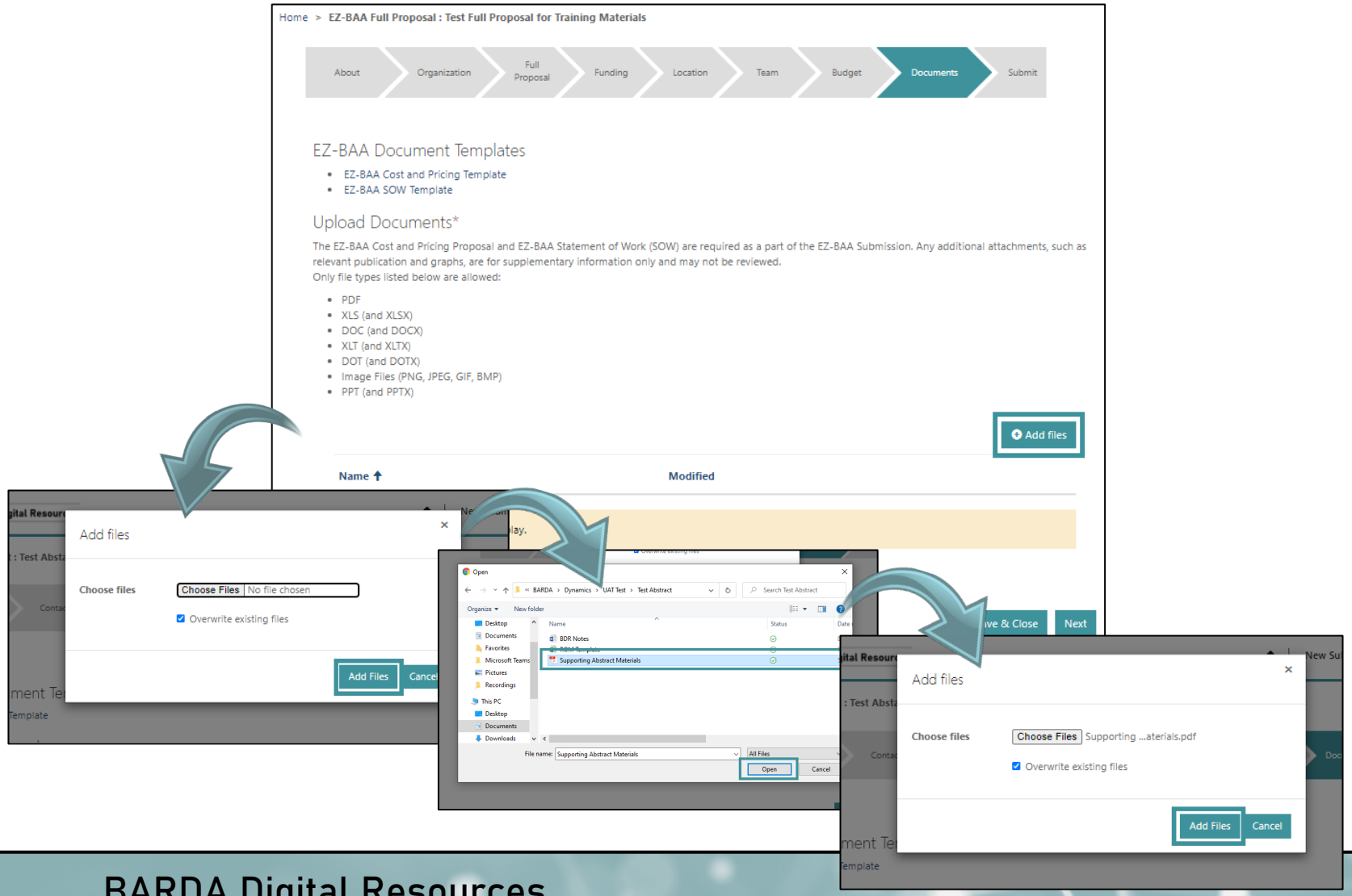






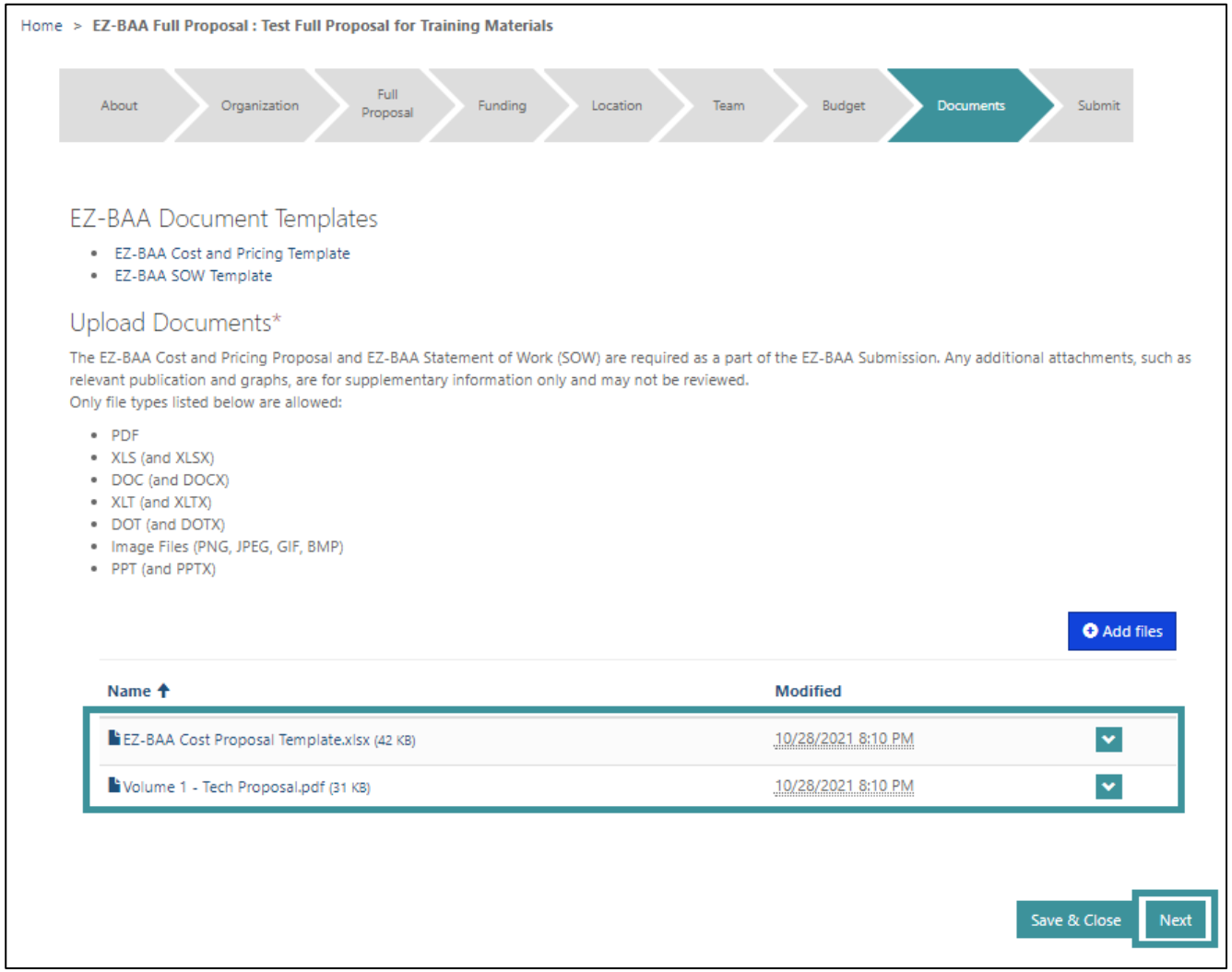
Full Proposal – Documents Tab

- Within the ***Documents*** tab, the Applicant is given the ability to upload documents relevant to their full proposal submission such as the required cost template and technical SOW.
- To add a file(s), an Applicant should take the following steps:
  - Select "**Add files**"
  - Select "**Choose file**"
  - Locate file(s) and select "**Open**"
  - Confirm file has been added to the "**Add files**" widow. Click "**Add Files**".



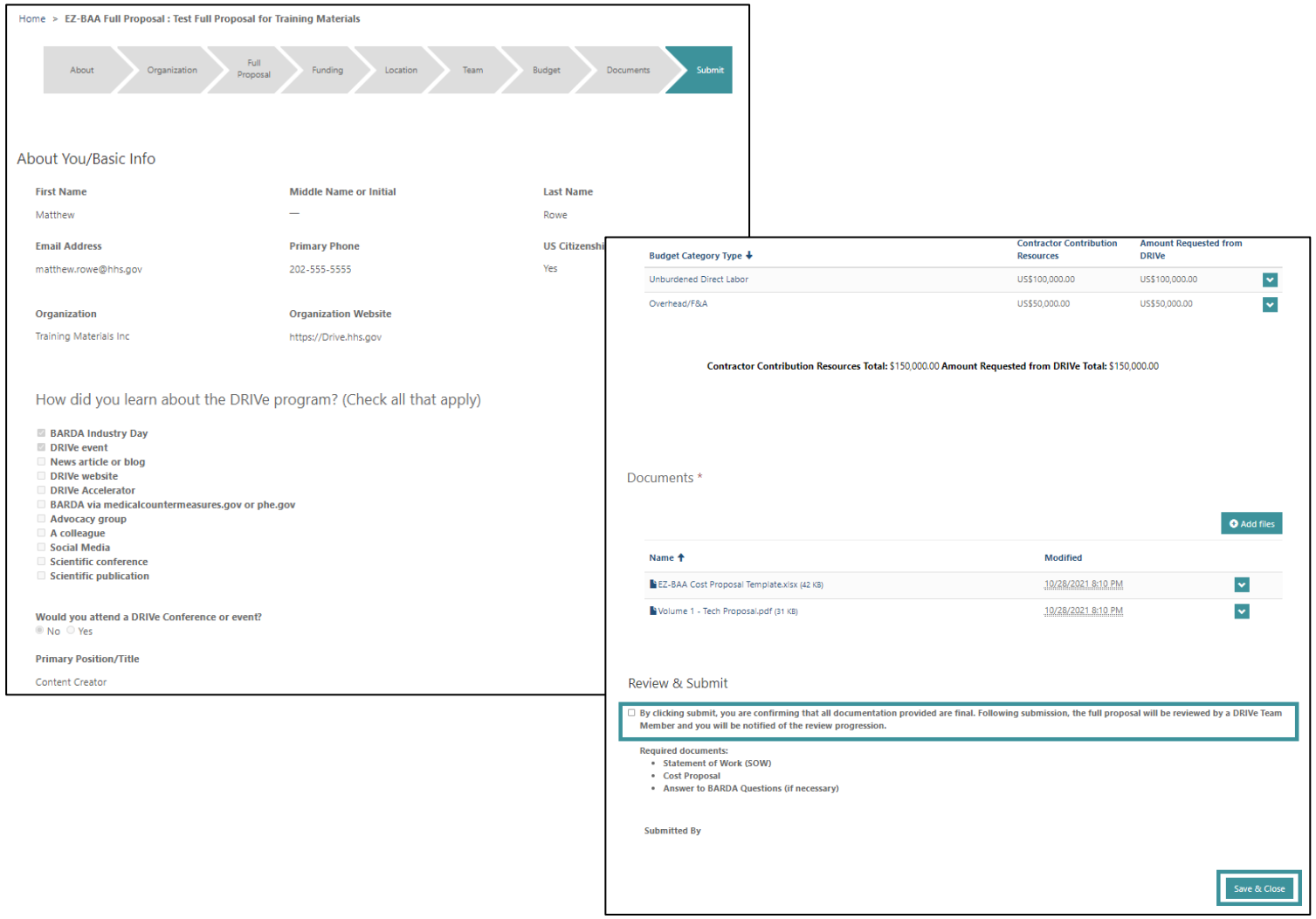
Full Proposal – Documents Tab

- After an Applicant has uploaded the full proposal documents, the documents should now display at the bottom of the ***Documents*** tab.
- After document upload and review is complete, Applicant should select "**Next**".



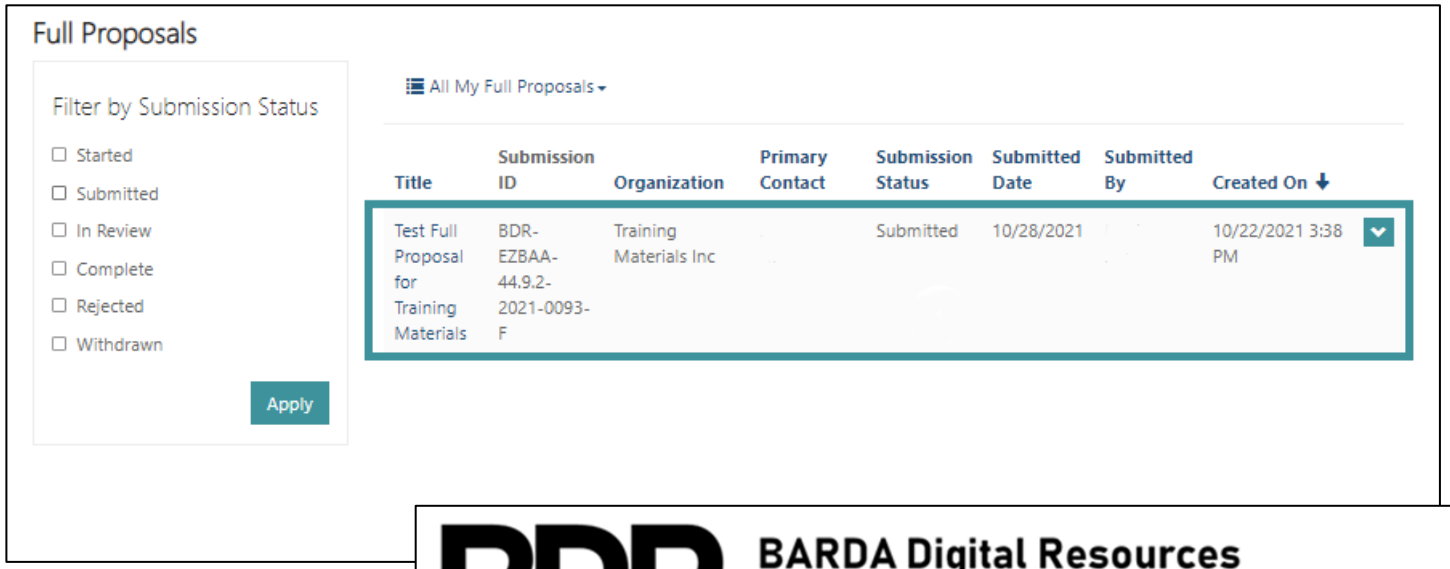
Full Proposal – Submit Tab

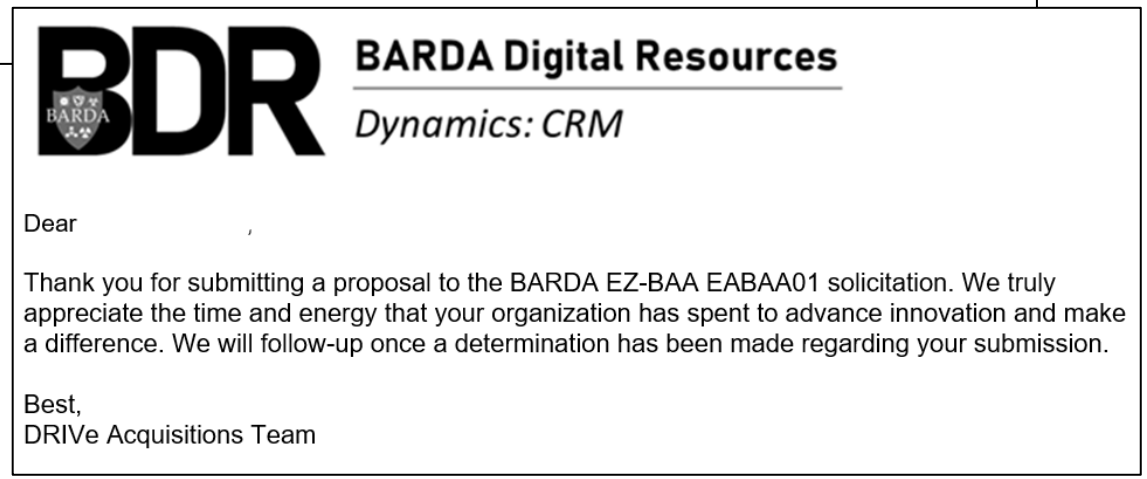
- Within the ***Submit*** tab, the Applicant will be presented with all data and documents that has have inputted throughout the submission entry.
- Applicant should review the submission data, ensuring at a minimum, the required data fields are accurate and populated.
- After the review is complete, the Applicant should confirm submission data via the checkbox at the bottom of the tab and select "**Submit**".



Full Proposal – Submission Complete

- After an Applicant has completed the submission of the abstract within the ***Submit*** tab, they will be directed back to the Submission dashboard where they should see the full proposal displayed under a "**Submitted**" status.
- The applicant will also receive a system generated notification confirming that the submission has been received within the BARDA submission review module.
- The full proposal submission process is now complete. Updates to the submission status will be updated as it moved through the BARDA review process.





Questions?

For any assistance using the BDR Portal, please reach out to
BDR_Admin_Inbox@hhs.gov