

BARDA Digital Resources (BDR) RFI Submission Overview Training

August 2025

BDR Portal Account

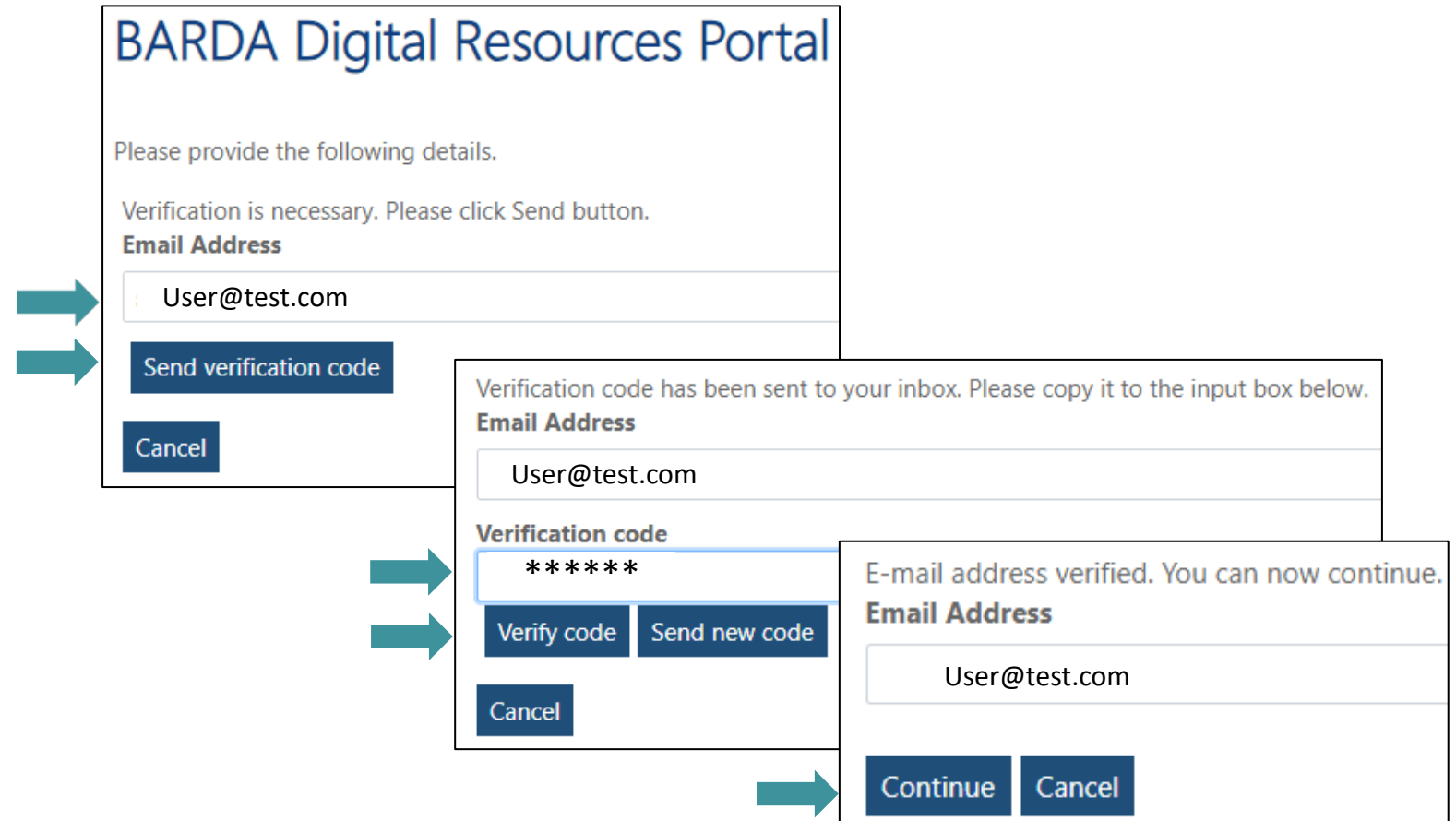
Creating a BDR Portal Account

- Open browser and navigate to: <https://bdr.hhs.gov>
- From the BDR Stakeholder Portal homepage, click **Create Account**.
- Users are redirected to the Registration page.
- Within the Registration page, enter the required contact fields.
- Click **Create** when done.

The image shows two overlapping screenshots of the BDR (BARDA Digital Resources) website. The background screenshot is the 'Stakeholder Portal' homepage, which includes a navigation bar with the BDR logo and 'Sign in' link. The main heading is 'BARDA Digital Resources: Stakeholder Portal' with a sub-heading 'Welcome to BARDA's Stakeholder Portal!'. Below this, there are 'Sign In' and 'Create Account' buttons, with 'Create Account' circled in red. The page also features sections for 'TechWatch Meeting Request' and 'EZ-BAA' (Easy Broad Agency Announcement), each with a 'Learn More' link. The foreground screenshot is the registration form, titled 'BARDA Digital Resources Portal'. It prompts the user to 'Please provide the following details.' and includes input fields for 'Email Address*', 'New Password*', 'Confirm New Password*', 'First Name*', and 'Last Name*'. There is a 'Send verification code' button and 'Create' and 'Cancel' buttons at the bottom. A red arrow points from the 'Create Account' button in the background screenshot to the registration form.

Verifying BDR Portal Account

- Enter your **email address** and click the link **Send Verification Code** to receive a system-generated email with the subject Account email verification code.
- Enter the **Verification code** and click **Verify Code**.
- Click **Continue**.




Logging into BDR Portal

- Click **Accept** to accept the Privacy and Security Notification.
- From the BDR Portal Landing Page click **RFI Home** to access the RFI Submission page.

Privacy & Security System Use Notification

You are accessing a U.S. Government information system,

- *Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.*
- *By using this information system, you understand and consent to the following:*
 - *You have no reasonable expectation of privacy regarding any communication or data transiting or stored on this information system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.*
- *Any communication or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.*
- *Personally Identifiable Information (PII) collected by this system will be accessible to HHS/ASPR/BARDA staff and used to facilitate communication with external stakeholders and partner organizations. PII will not be shared with other organizations as a standard practice. There will be exceptions in extenuating circumstances, such as when the HHS Secretary declares an emergency. This message will be updated when changes to PII policy are implemented. Please contact BDR_Admin_Inbox@hhs.gov with any questions or concerns.*





To request an update to the email address associated with your account, please reach out to BDR_Admin_Inbox@hhs.gov.

Create RFI Submission

Creating RFI Submission



For optimal experience, use Google Chrome as your browser.

- Click **RFI Home** on the BDR Stakeholder Portal.
- Start a submission by clicking **New Request for Information**.

A screenshot of the BDR Stakeholder Portal. The top navigation bar includes the BDR logo, 'BARDA Digital Resources', and a menu with items: Home, RFP, RFI, RTOR, TechWatch, EZ-BAA, BAA, Collaborator, and a search field labeled 'Name'. Below the navigation bar, the breadcrumb trail reads 'Home > Request for Information Submissions'. On the left, there is a 'Filter by Submission Status' section with two checkboxes: 'Started' and 'Submitted', and an 'Apply' button. On the right, a teal arrow points to a dark blue button labeled 'New Request for Information'. Below this, a table header is visible with columns: 'Title', 'Organization', 'Request Status', 'Submitted By', 'Submitted Date', and 'Created On'. The table body is empty, displaying the message 'There are no records to display.'

Contact Tab

- The **Contact** tab displays basic information from the user's profile data. Confirm or modify as appropriate.
- Select an organization by clicking the **Organization** dropdown or
- Associate a new organization using **Add Organization**.

Home > Request for Information Submissions > **New Request for Information**

Contact Organization Funding RFI Documents Submit

About You/Basic Info

First Name * **Middle Name or Initial** **Last Name ***

Email Address * **Primary Phone *** **US Citizenship ***

Organization * **Organization Website**

Add an Organization **Help**

If you are not associated to any organizations yet, you can click the Add an Organization button to add your Organization **Add Organization**

Not sure how to find or create your organization? Here are instructions on all the details you need to get started **Get Help**

Add New Organization

- After clicking **Add Organization**, complete required information. Use the dropdowns to indicate **Organization Type** and **Legal Structure**.
- Once submitted, a window will show Organization has been created successfully. Click **close**.

New Organization

Organization Name *

Organization Type *

Legal Structure *

Primary Worksite Address

Street 1 *

Street 2

City *


State/Province *

ZIP/Postal Code *


Country/Region

Submit





Organization has been created successfully.

close 

Complete Contact Tab

- Review and confirm the Organization was added and all information on the **Contact** tab is correct then click **Next**.

Contact Organization Funding RFI Documents Submit

About You/Basic Info

First Name * Middle Name or Initial Last Name *

Email Address * Primary Phone * US Citizenship *

Organization * Organization Website

Help

Not sure how to find or create your organization? Here are instructions on all the details you need to get started

Get Help

Contact

Primary Position/Title

Contact Type

Next

Organization Tab

- The **Organization** tab displays Organization data; ensure required data fields are populated.
- Some Organization data will prepopulate; this data can be modified.
- After entry and review is complete, click **Next** or
- Click **Save & Close** to continue entering data at another time.

Funding Tab

- Within the **Funding** tab, submitters will be able to provide the funding related data, ensuring at a minimum that the required data fields are populated.
- After entry and review is complete click **Next** or
- Click **Save & Close** to continue entering data at another time.

RFI Tab

- The **RFI** tab collects submission-specific information; complete all required fields.
- Conflict of Interest:
 - Project Individuals and Organizations must be reviewed by BARDA to assess for any conflicts of interest.
 - To add Key Personnel, click **Add**, fill in required information, click **Submit** or **Submit & Create New**.
 - To add Key Organizations, click **Add**, fill in the requested information, click **Submit** or **Submit & Create New**.

Conflict of Interest

Key Personnel

Provide a list of Key personnel that would be involved in this project. This list will be presented to reviewers to ensure they do not have a conflict of interest. *

Add

There are no records to display.

Key Organizations

Provide list of Key Organizations that may be involved with this submission *

Add

There are no records to display.

Save & Close Next

Documents Tab

- Within the **Documents** tab, upload documents relevant to the submission.
- To add a file(s):
 - Click **Add files**.
 - Click **Choose files**.
 - Locate file(s), click **Open**.
 - Confirm file has been added to the Add files window. Click **Add Files**.
 - Repeat, as necessary.
- Click **Next** when done or
- Click **Save & Close** to continue at another time.

Submit Tab

- Within the **Submit** tab, review all the data and documents entered.
- Review the submission data, ensuring the required data fields are accurate and populated.
- After the review is complete, confirm submission data via the **checkbox** at the bottom of the tab, your name will auto-populate, click **Submit**.

Home > Request for Information Submissions > Request for Information : RFI Title

Contact Organization Funding RFI Documents **Submit**

About You/Basic Info

First Name *	Middle Name or Initial	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email Address *	Primary Phone *	US Citizenship *
<input type="text"/>	202-222-2002	Yes <input type="checkbox"/>
Organization *	Organization Website	
Training <input type="checkbox"/>	<input type="text"/>	


Review & Submit

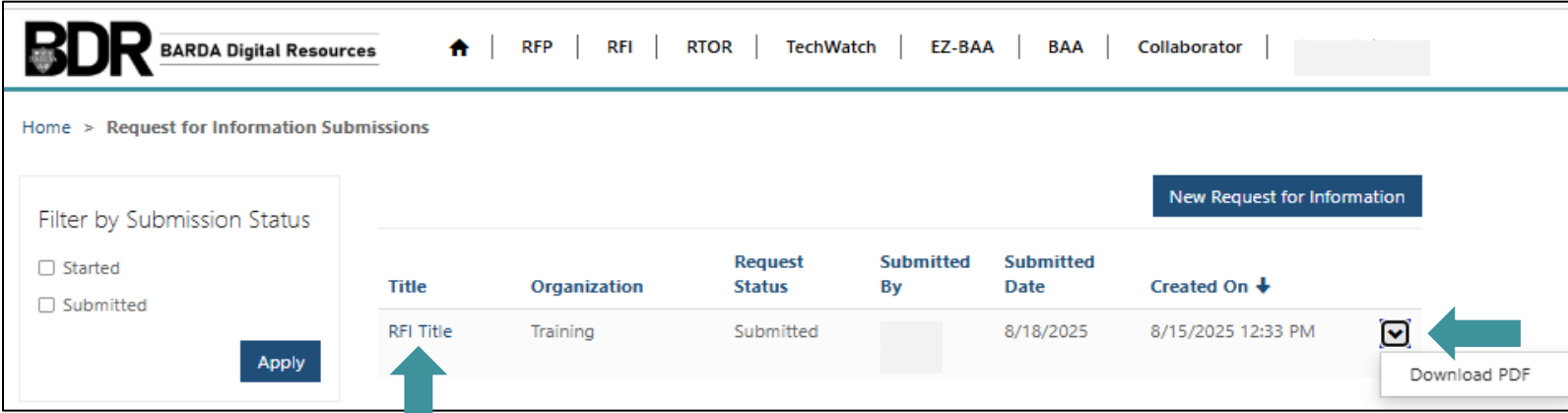
By clicking submit, you are confirming that all fields and documentation provided are final.

Submitted By *


Submit

RFI – Submission Complete

- After completing the RFI submission, the user is taken back to the Submission dashboard where the new record is displayed with a Submitted status.
- The user will receive a system generated email confirming the submission has been received.
- The RFI submission process is now complete.
- Click the **down arrow** () to download a PDF of the submission.



The screenshot displays the BDR BARDA Digital Resources interface. At the top, there is a navigation bar with links for RFP, RFI, RTOR, TechWatch, EZ-BAA, BAA, and Collaborator. Below the navigation bar, the breadcrumb trail reads "Home > Request for Information Submissions". On the left side, there is a "Filter by Submission Status" section with checkboxes for "Started" and "Submitted", and an "Apply" button. On the right side, there is a "New Request for Information" button. The main content area features a table with the following columns: Title, Organization, Request Status, Submitted By, Submitted Date, and Created On. The table contains one row with the following data: Title: RFI Title, Organization: Training, Request Status: Submitted, Submitted By: (empty), Submitted Date: 8/18/2025, and Created On: 8/15/2025 12:33 PM. A red arrow points to the "Submitted" status in the "Request Status" column. Another red arrow points to the "Download PDF" button, which is located to the right of the "Created On" column and has a small square icon with a downward arrow next to it.

Title	Organization	Request Status	Submitted By	Submitted Date	Created On ↓	
RFI Title	Training	Submitted		8/18/2025	8/15/2025 12:33 PM	



Questions?

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