BARDA Digital Resources TechWatch Meeting Request Process

Version 1.0
Creating a BDR Portal Account
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• Open browser* and navigate to the [BDR Portal](#).
• 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 Portal 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”.

Security Code for BDR Portal BARDA:0000001

Thank you for requesting a security code to log in to the BDR Portal. Your security code is: 105170.

Sincerely,
BDR Team
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 TechWatch Home

After a User has signed in and been directed to the BDR Portal Landing Page, a User should select “TechWatch Home” to access their TechWatch Meeting Request Dashboard.
TechWatch Request Dashboard

- Once a User has successfully navigated to the TechWatch Home, a User will be presented with their TechWatch Meeting Request Dashboard.
- A User may review any meeting requests previously submitted through the BDR Portal and continue any in-progress requests from this page.
- For faster navigation and easier querying, a User may filter their requests by status within the left-hand filter menu.
Submitting a TechWatch Meeting Request
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• In order to initiate a new TechWatch Meeting Request, a User should select “Request a Meeting” within their TechWatch Meeting Request Dashboard.
TechWatch – About Tab

- In the *About* tab, Users “About You/Basic Info” will auto-populate from their profile data. Users will be able to either confirm or modify this information.
- To complete the required information for this tab, a User will need to confirm the organization they are submitting the abstract on behalf of.
- The User will be able to select an existing organization through the organization dropdown or associate a new organization using the “Find an Organization” option.
About: 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.

Find an existing Organization:
• Users will search using the 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.
About: 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.

Add a new organization:
• Users will search using the 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.
About: Submitting Request on Behalf of Another Organization/Attendee

- After a User has added their organization to the request record, a User must answer if they are submitting the meeting request on behalf of another organization or attendee.
  - If Yes, Users must provide contact information for the product stakeholder who will be attending the meeting.
- After entry and review is complete, the User should select “Next”.

![Image of form](image-url)
TechWatch – Contact Tab

- Within the **Contact** tab, Users will be able to provide Contact-related information.
- Some fields will pre-populate based on the User’s profile; however, the information can be updated on this screen.
- After entry and review is complete, Users should select “Next”.

![TechWatch Meeting Request](image.png)
TechWatch – Organization Tab

• Within the **Organization** tab, Users will be able to provide their Organization-related data.
• Some Organization data will pre-populate based on the Organization record within the BARDA database; however, this data can be modified when submitting a TechWatch Meeting Request.
• After entry and review is complete, Users should select “Next”.

![TechWatch Meeting Request](image)
TechWatch – Funding Tab

• Within the **Funding** tab, Users will be able to provide their funding-related data.
• After entry and review is complete, Users should select “**Next**”.

• **Please Note:** BARDA cannot discuss topics currently in the procurement process or proposals being evaluated by BARDA that are relevant to this product.
  • If a User answers “Yes” to the question “**Do you have any pending submissions for grants or contracts with BARDA that pertain to THIS product?**”, a User will not be able to submit the meeting request.
TechWatch – Product Tab

• Within the **Product** tab, Users will be able to provide their product-related data.
• Users should provide the following Product Details:
  • Product Type
  • Product Sub-Types
  • Proprietary Name
  • Non-Proprietary Name
  • Product URL (if applicable)
• A User can add multiple Product Sub-Types by searching in the query window.
• To search on partial text, use the asterisk (*) wildcard character.
• Users should provide the “FDA Indications or Uses” related data.
• Users has a 500-character limit within the Indication, Use, Enhancement (IUE) Description.
• Users will be able to provide details on the specific threat agent or DRIVe program relevant to their product.
• Users can add one or more Threat Area or DRIVe Program by clicking “Add Threat Areas” or “Add DRIVe Programs” and searching in the query window.
• After entry and review is complete, Users should select “Next”.

TechWatch – Product Tab (Continued)
TechWatch – TechWatch Tab

- Within the *TechWatch* tab, Users will be able to provide additional details that will assist in appropriately routing the meeting request submission.
TechWatch – TechWatch Tab (Continued)

• Within this tab, Users can add all other product stakeholders who will be attending the TechWatch Meeting.
• To add additional product stakeholders to the meeting, Users can select “Add a New Meeting Participant” to provide the high-level contact information for the participants.
• After entry and review is complete, Users should select “Next”.

![TechWatch form](image-url)
• Within the **Documents** tab, Users will be able to upload documents relevant to their TechWatch Meeting Request.

• To add files, Users 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"

• Please limit your supporting documents to the following file types: Word (.docx), Excel (.xlsx), PowerPoint (.pptx), Project (.mppx), PDF (.pdf).
TechWatch – Summary Tab

- Within the **Summary** tab, Users will be able to review all data and documents that have been inputted throughout the meeting request entry.
- Users should review the summary data, ensuring at a minimum that the required data fields are accurate and populated.
- After the review is complete, Users should confirm that the request data is accurate and complete via the checkbox at the bottom of the tab and select “Submit”.

![TechWatch Meeting Request](image-url)
TechWatch – Summary Complete

• After a User has completed the TechWatch Meeting Request submission process, they will be directed back to the TechWatch Meeting Request dashboard.
• Users will be able to view their submission details from the Meeting Request dashboard.
• The “Request Status” will be updated as the submission moves through the BARDA review process.
Questions?

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