BARDA Digital Resources (BDR) TechWatch Meeting Request Submission Overview

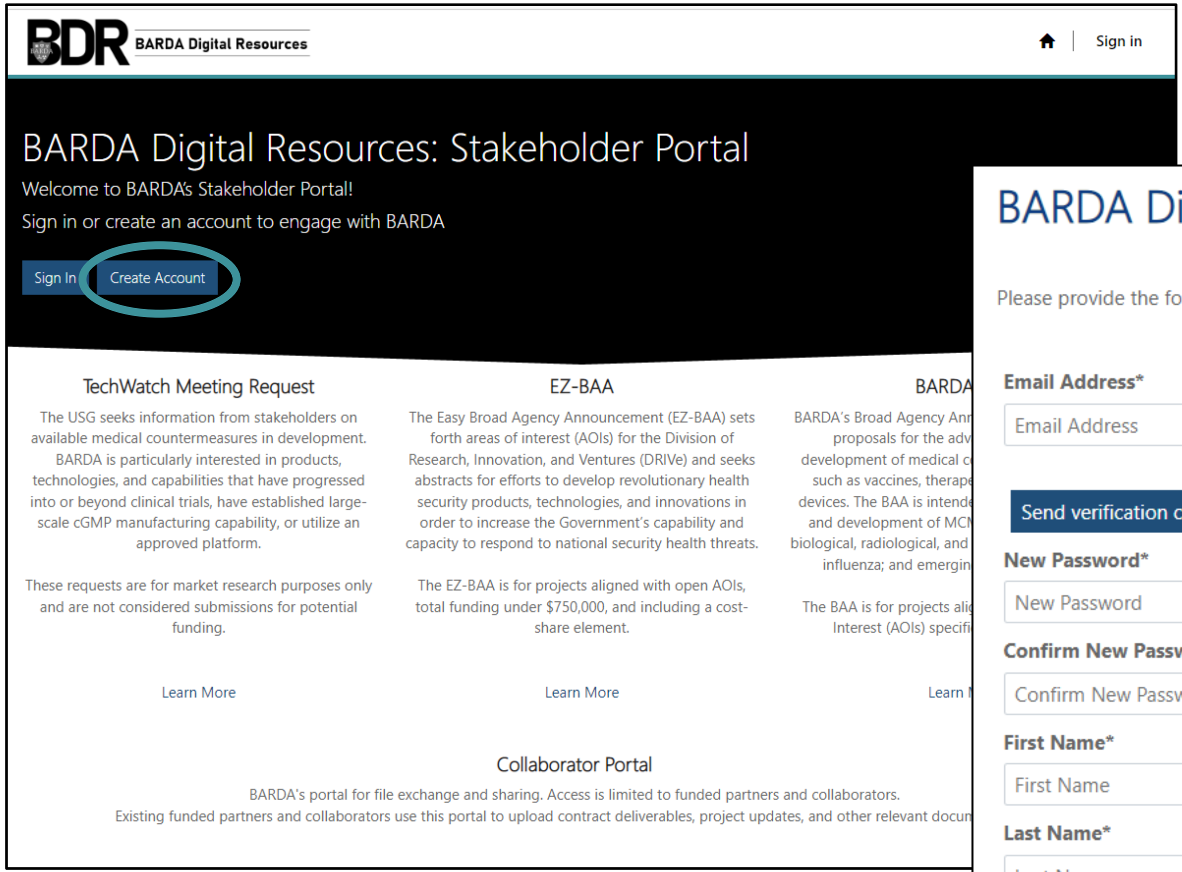
August 2024

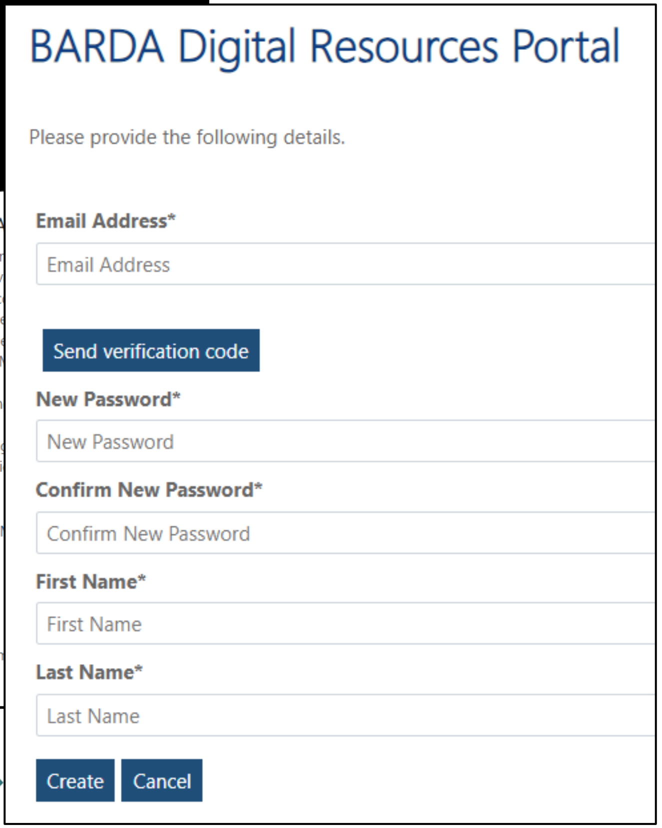
BDR Portal Account

Module 1 – Creating a 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.

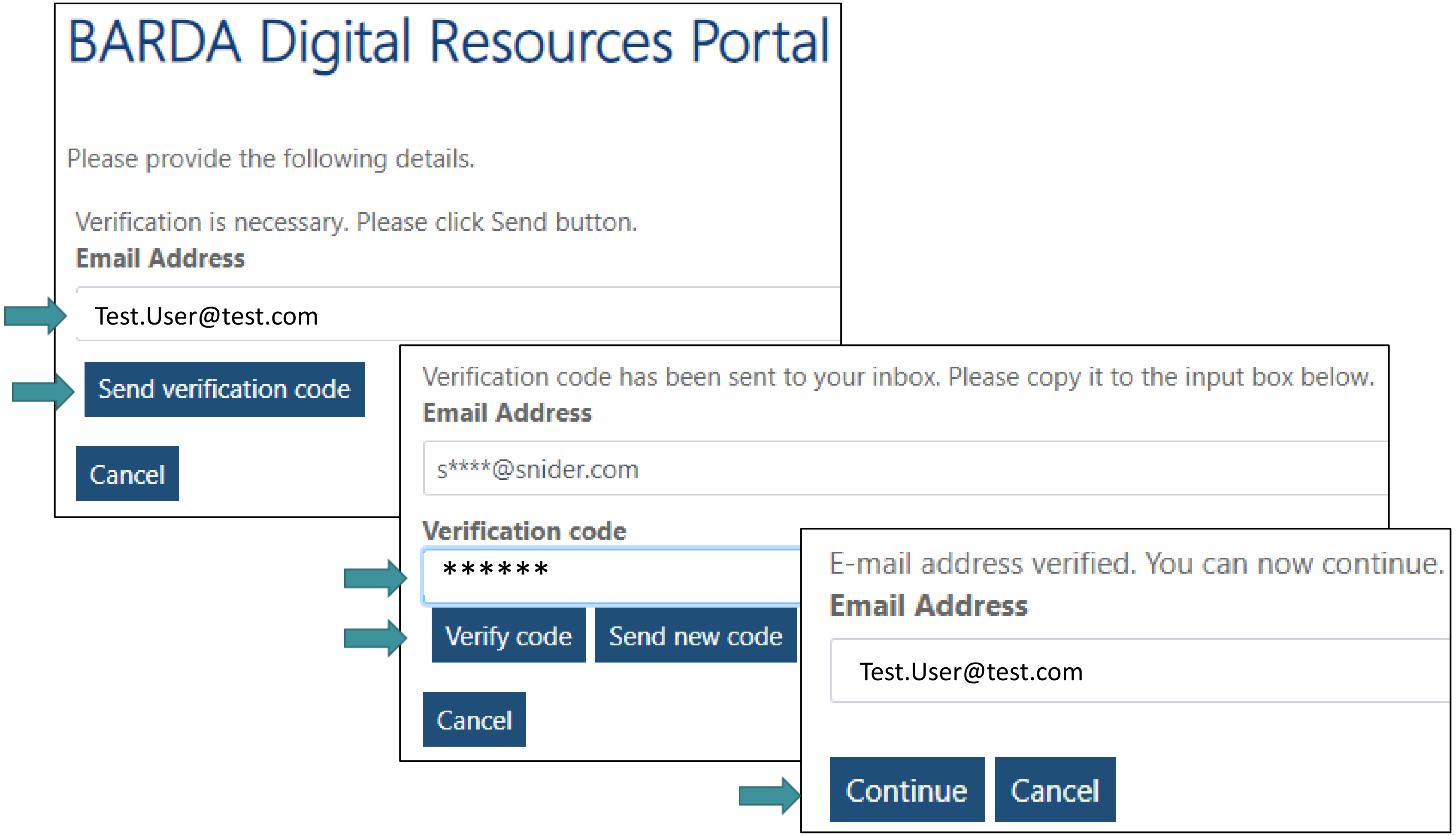




For optimal experience, please use Google Chrome as your browser when accessing the BDR Portal.

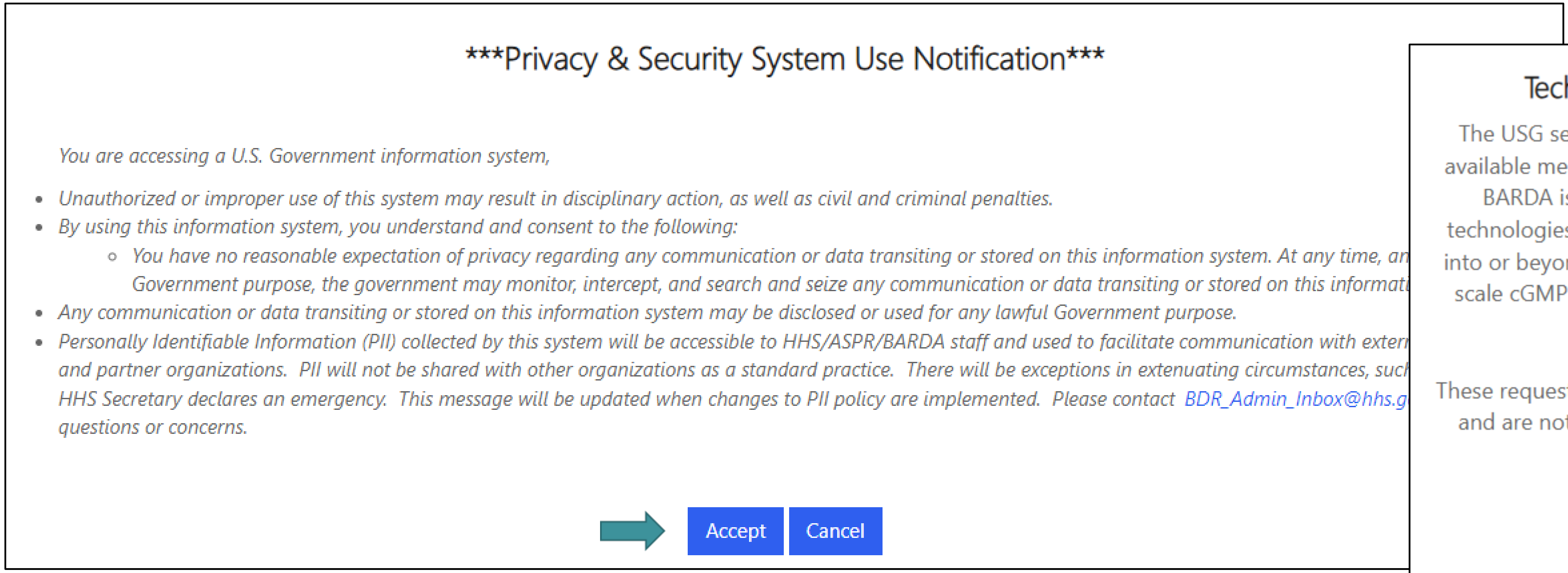
Verifying a BDR Portal Account

- 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

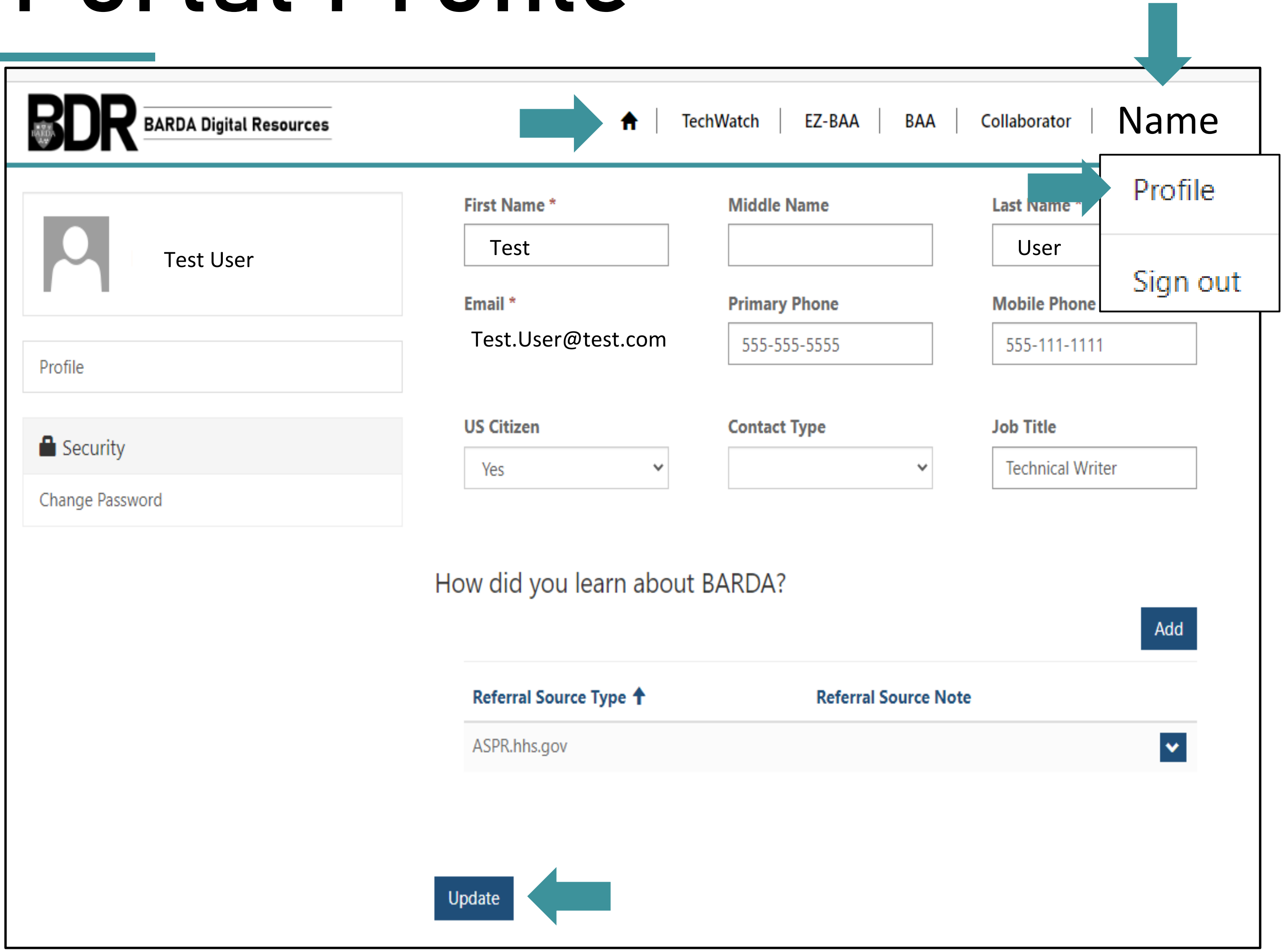
- Click **Accept** to accept the Privacy and Security Notification.
- From the BDR Portal Landing Page click **BAA Home** to access the BAA Submission page.



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

Creating a BDR Portal Profile

- From any page, click on **Your Name** and **Profile** to access your profile page.
- Within the profile page, a user can update contact information such as their name, phone number, title, and referral source. Click **Update** to save changes.
- Click the **Home icon** ( ) to return to the BDR Portal landing page.

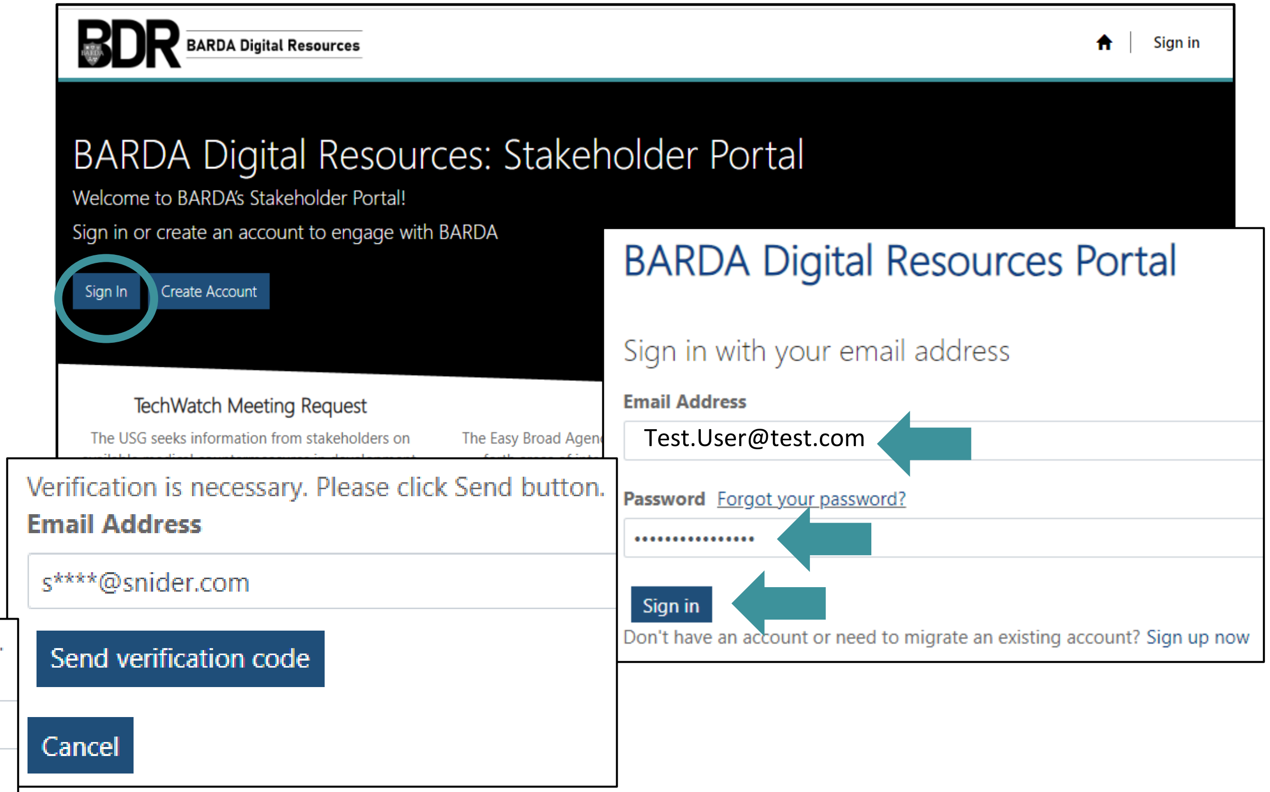


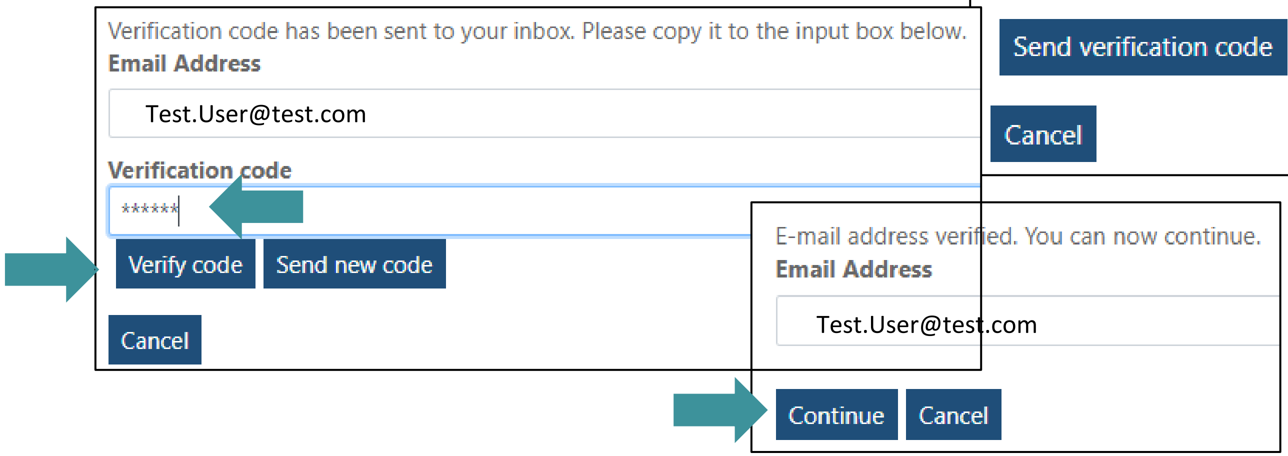
General BDR Navigation

Module 2 – General BDR Navigation

Logging into the BDR Portal

- After creating a BDR Portal account, log-in by clicking **Sign In** at: https://bdr.hhs.gov/
- Enter **Email Address** and **Password**, click **Sign In**.
- Click **Send verification code**.
- Enter the security code, click **Verify code**.
- Click **Continue**.





Accept Privacy and Security Notification

- Click **Accept** to accept the Privacy and Security Notification.

Privacy & Security System Use Notification

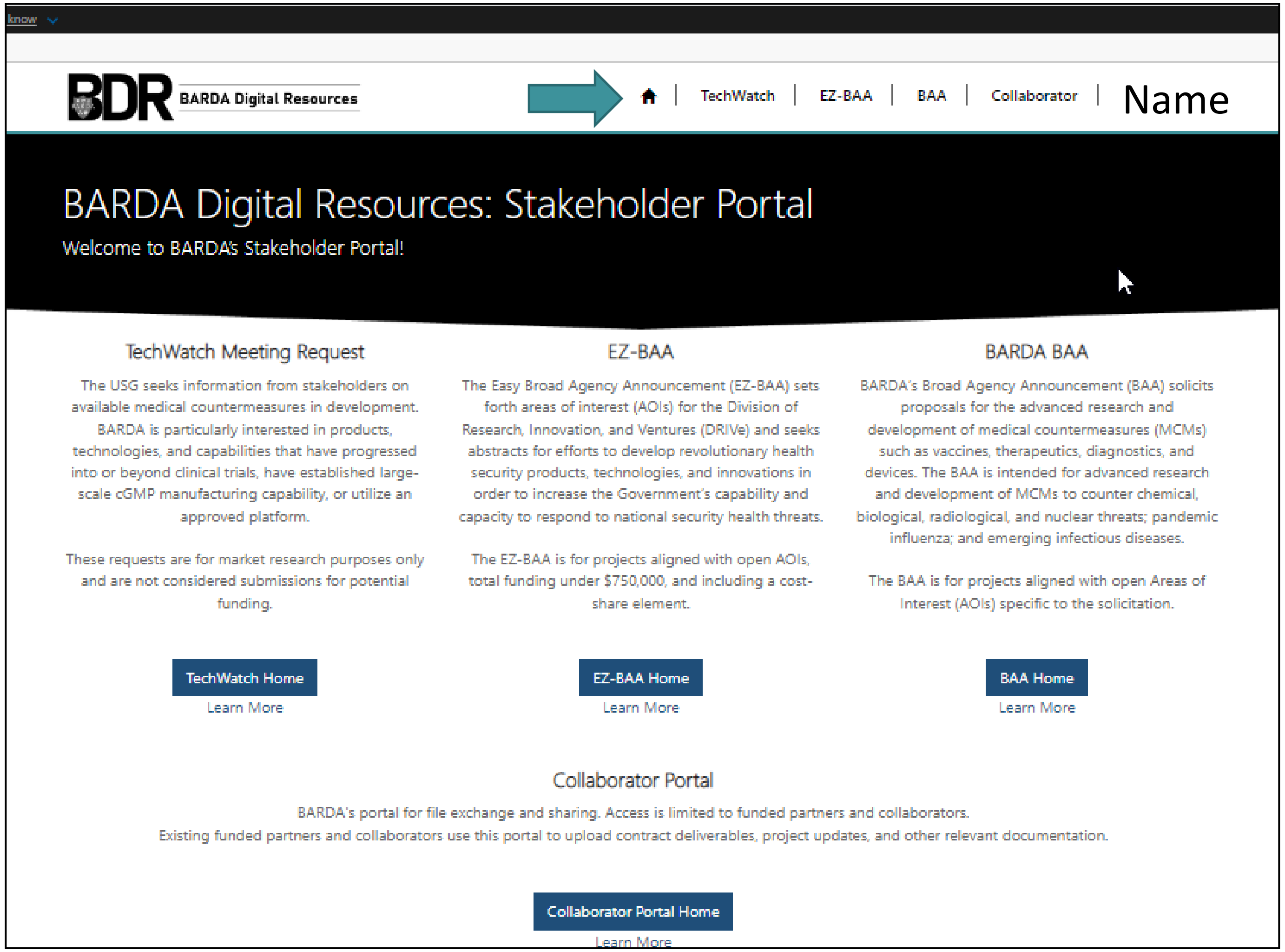
You are accessing a U.S. Government information system,

- *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.*

Accept Cancel

BDR Portal Landing Page

- After logging in, the BDR Portal landing page is presented.
- From the landing page, a user can access the following:
    - TechWatch
    - EZ-BAA
    - BAA
    - Collaborator Portal
- Navigate back to the BDR Portal landing page by clicking the **home icon** ( ) on the top navigation toolbar.



TechWatch Submission Dashboard

- Clicking **TechWatch Home** takes you to the Submissions Dashboard.
- Submitted and in-progress TechWatch meeting requests are displayed.
- Click on the **Request a Meeting** button to submit a new request.
- Click an **existing submission title** to open it.

For faster navigation and easier querying, filter submissions by clicking a status filter from the left-hand filter menu, then click **Apply**.

Submitting a TechWatch Meeting Request

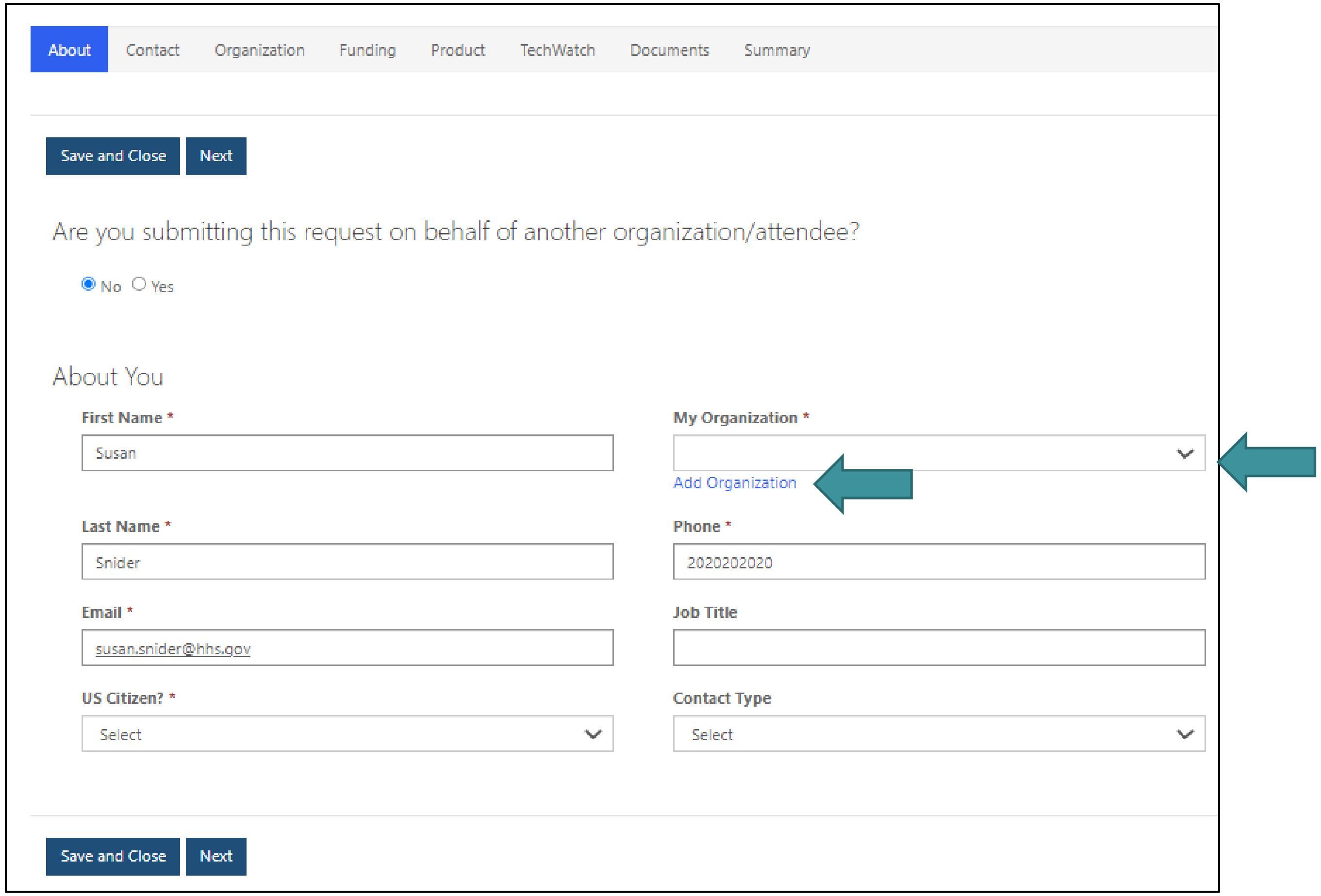
Module 3 – Submitting a TechWatch Meeting Request

Creating TechWatch Meeting Request

- From the TechWatch Submissions Dashboard, start a submission by clicking **Request a Meeting**.

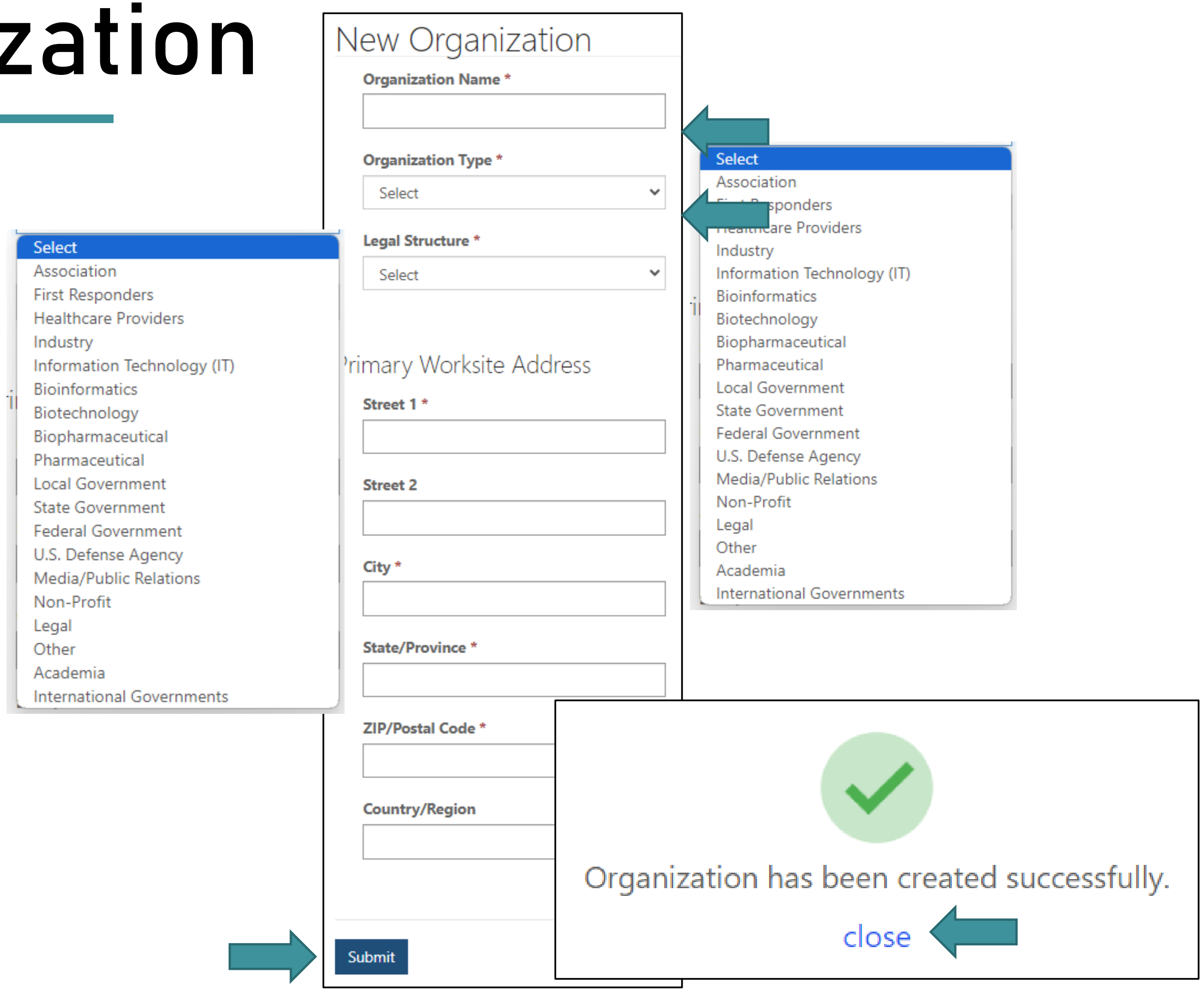
TechWatch – About Tab

- The **About** tab displays Basic Info from the user profile data. Confirm or modify as appropriate.
- Confirm or click an organization by clicking the **organization dropdown** or
- Associate a new organization using **Add Organization**.



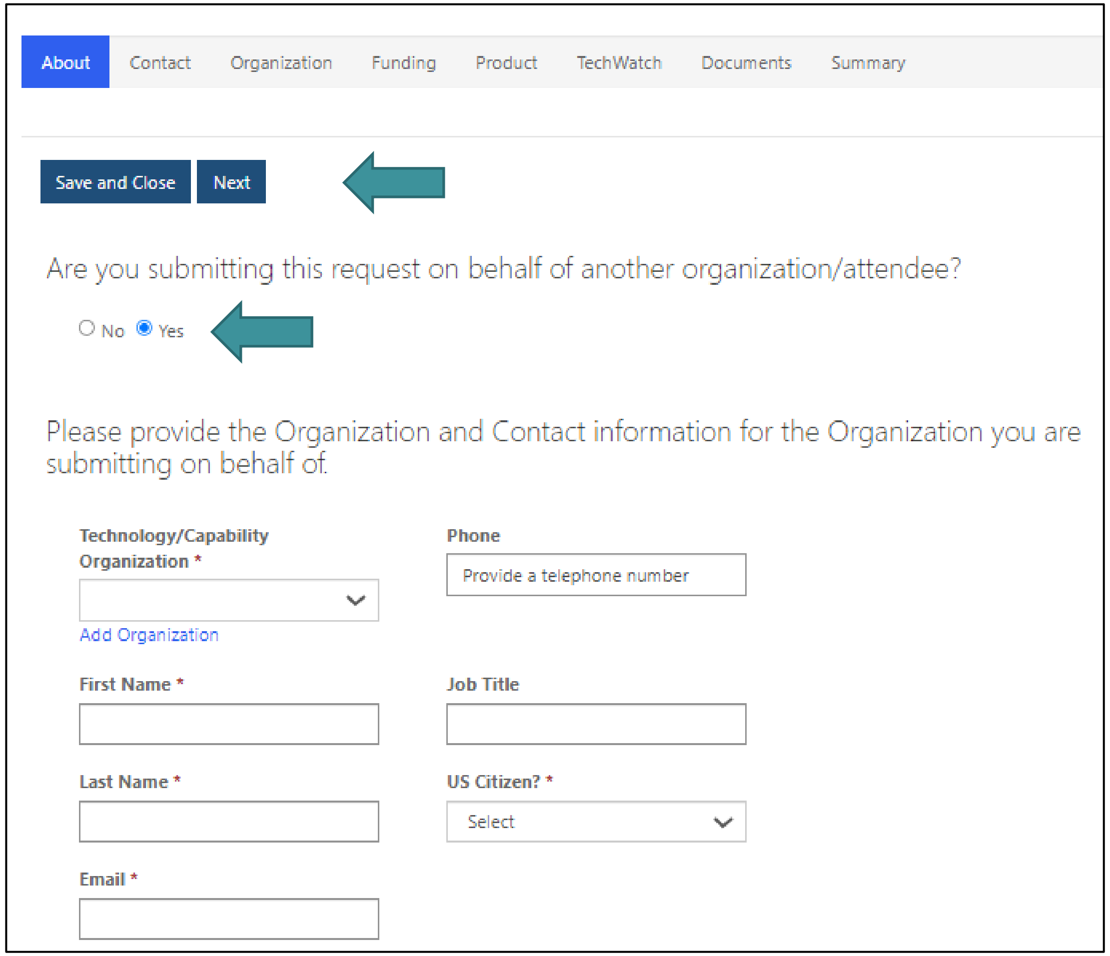
Add New Organization

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



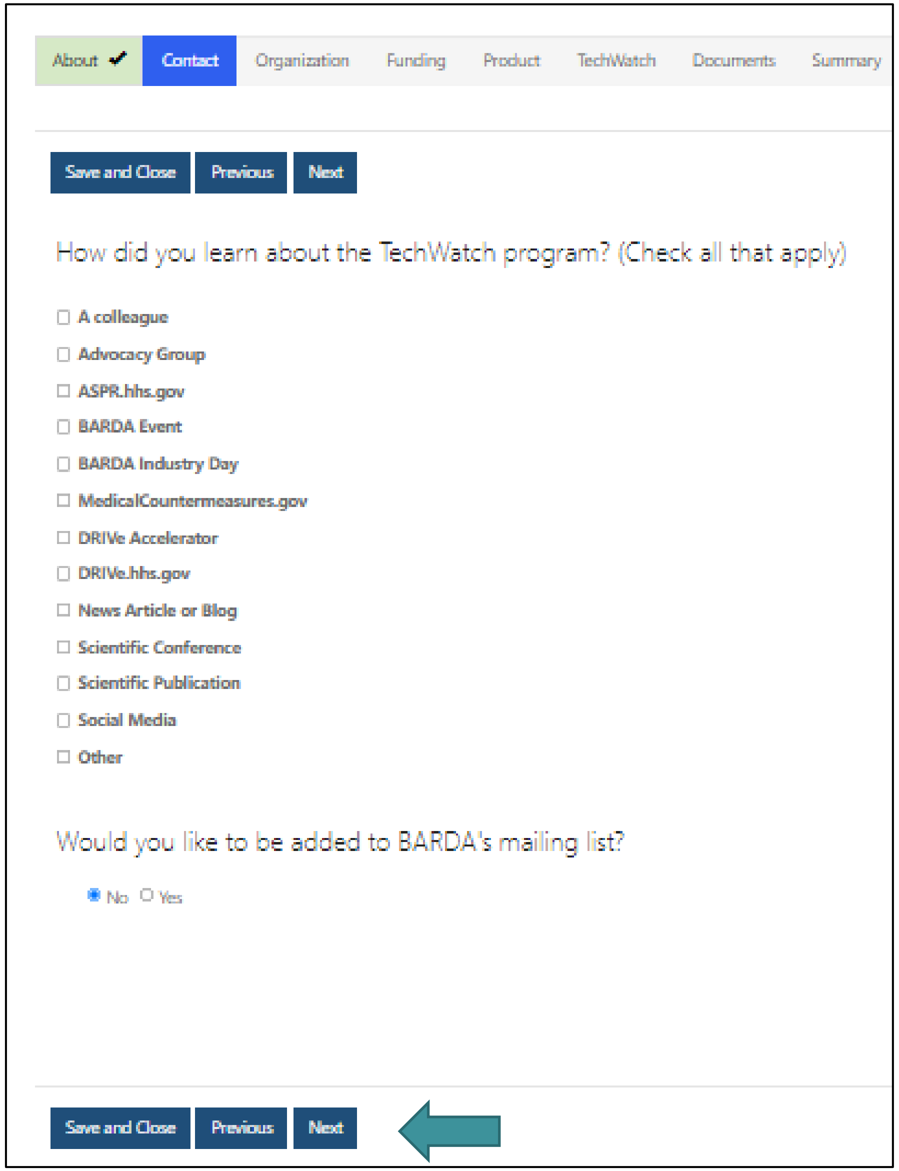
TechWatch About Tab – Submitting on Behalf of Another Organization/Attendee

- After adding organization to the request record, indicate if submitting meeting request on behalf of another organization or attendee.
  - If Yes, provide contact information for the product stakeholder who will attend the meeting.
- After entry and review is complete, click **Next** or
- Click **Save & Close** to continue entering data at another time.



TechWatch – Contact Tab

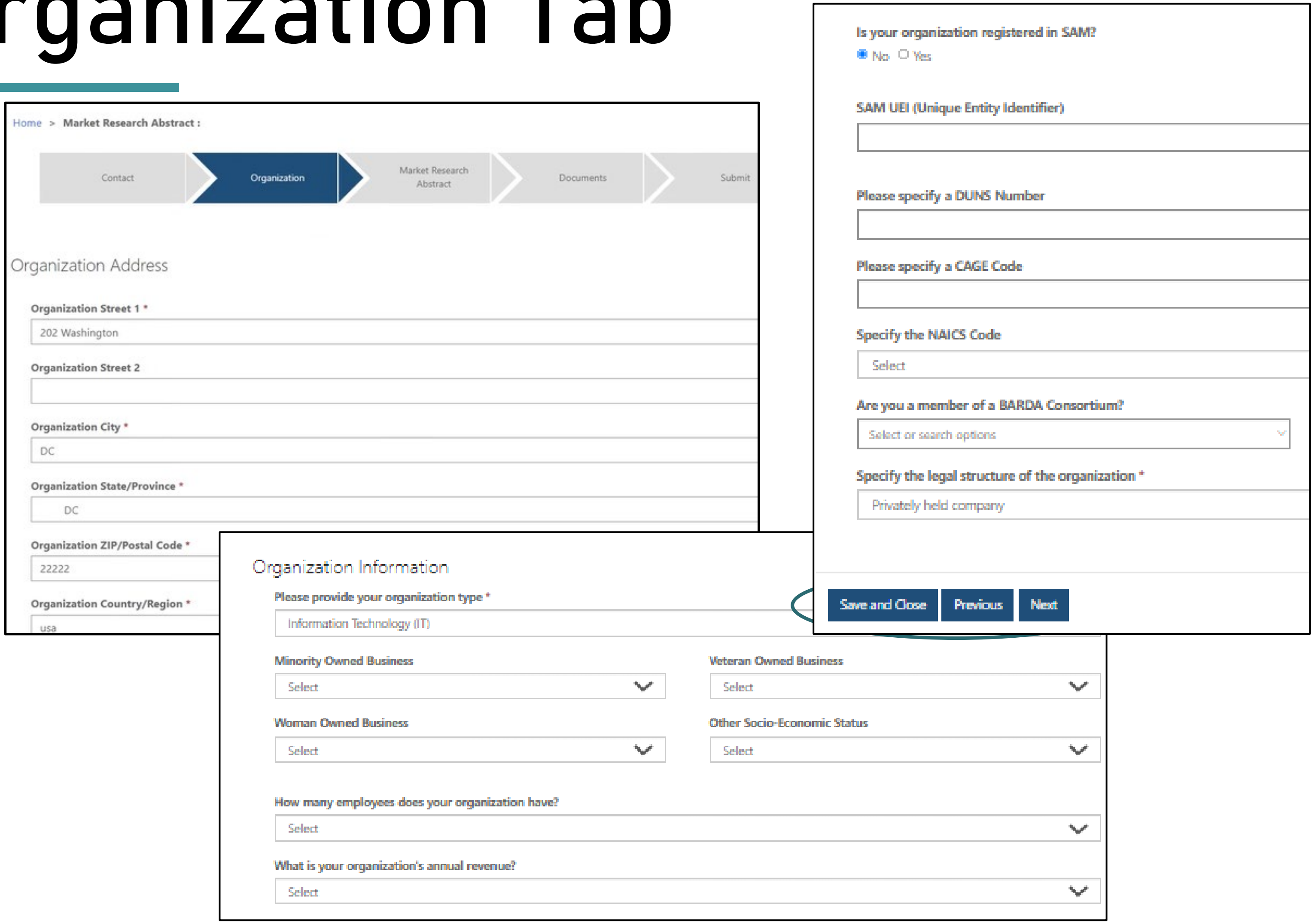
- After entry and review is complete, click **Next** or
- Click **Save & Close** to continue entering data at another time.



How did you learn about the TechWatch Program? question does not specify that it is required but must be filled out prior to advancing.

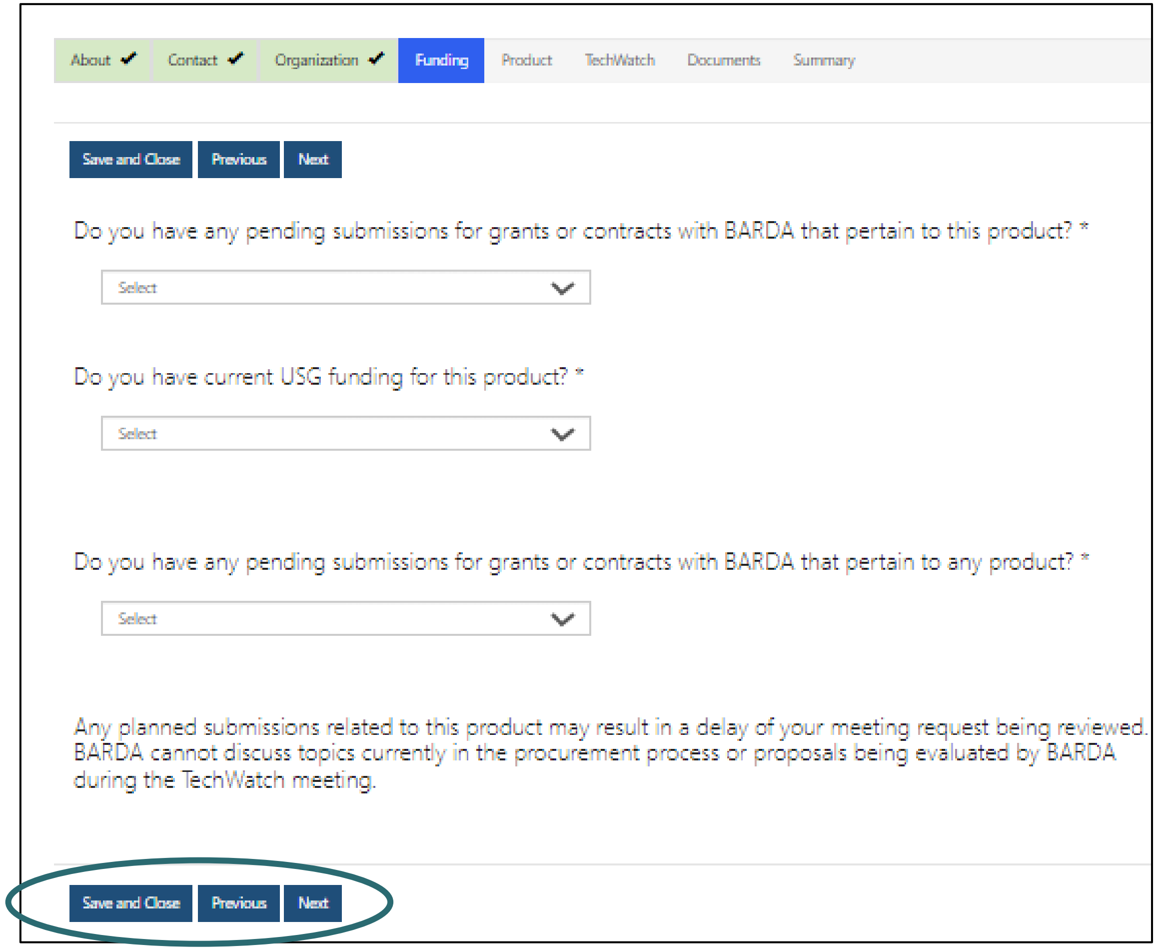
TechWatch – Organization Tab

- 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.



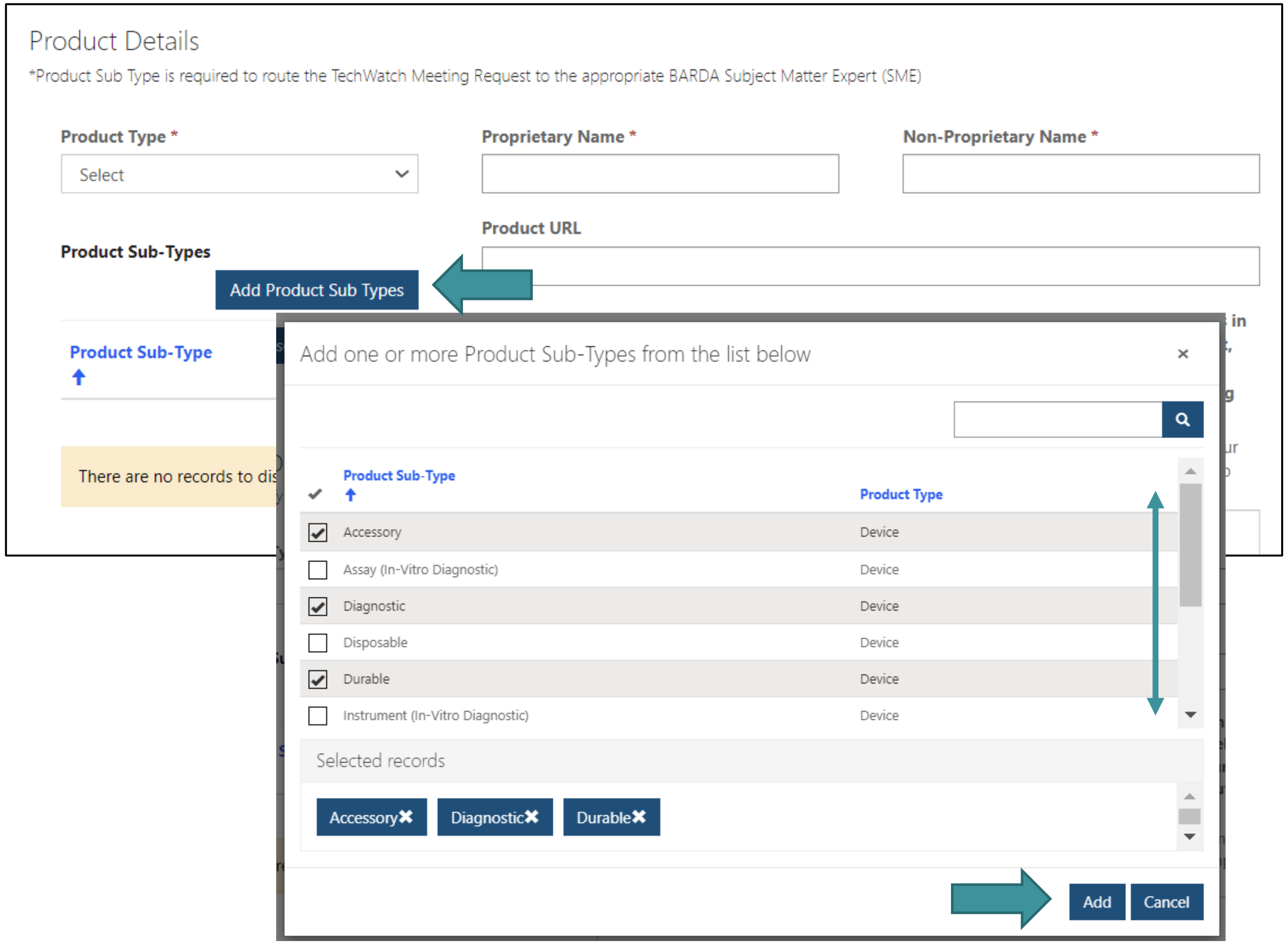
TechWatch – Funding Tab

- Provide funding-related data in the **Funding** tab; ensure required fields are populated.
- After entry and review is complete click **Next** or
- Click **Save & Close** to continue entering data at another time.
- 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.



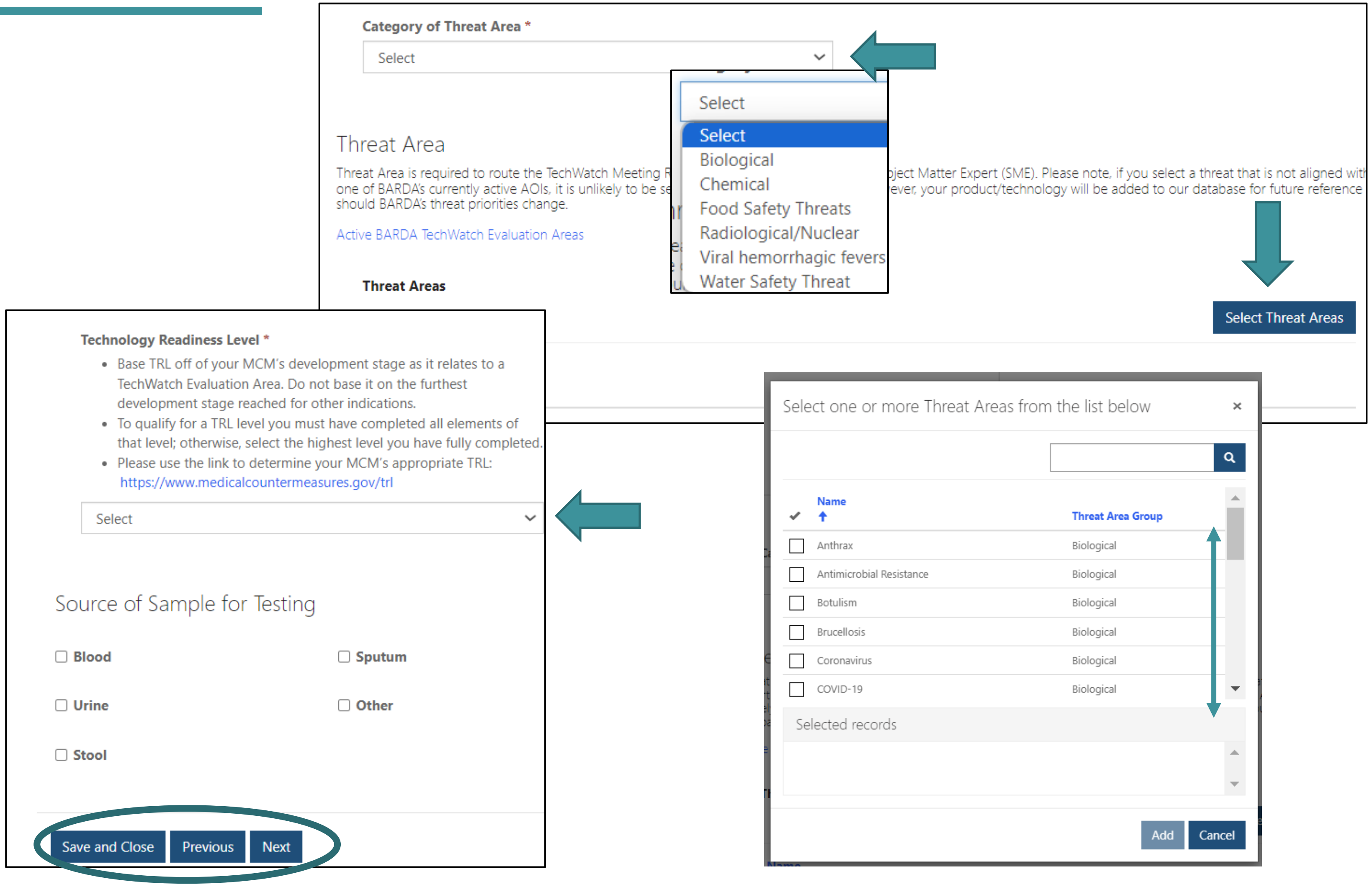
TechWatch – Product Tab

- Within the **Product** tab, provide product-related data; ensure required fields are populated.
- Multiple Product Sub-types can be selected; click **Add Product Sub Types**, click appropriate **checkbox(es)**, then click **Add**.



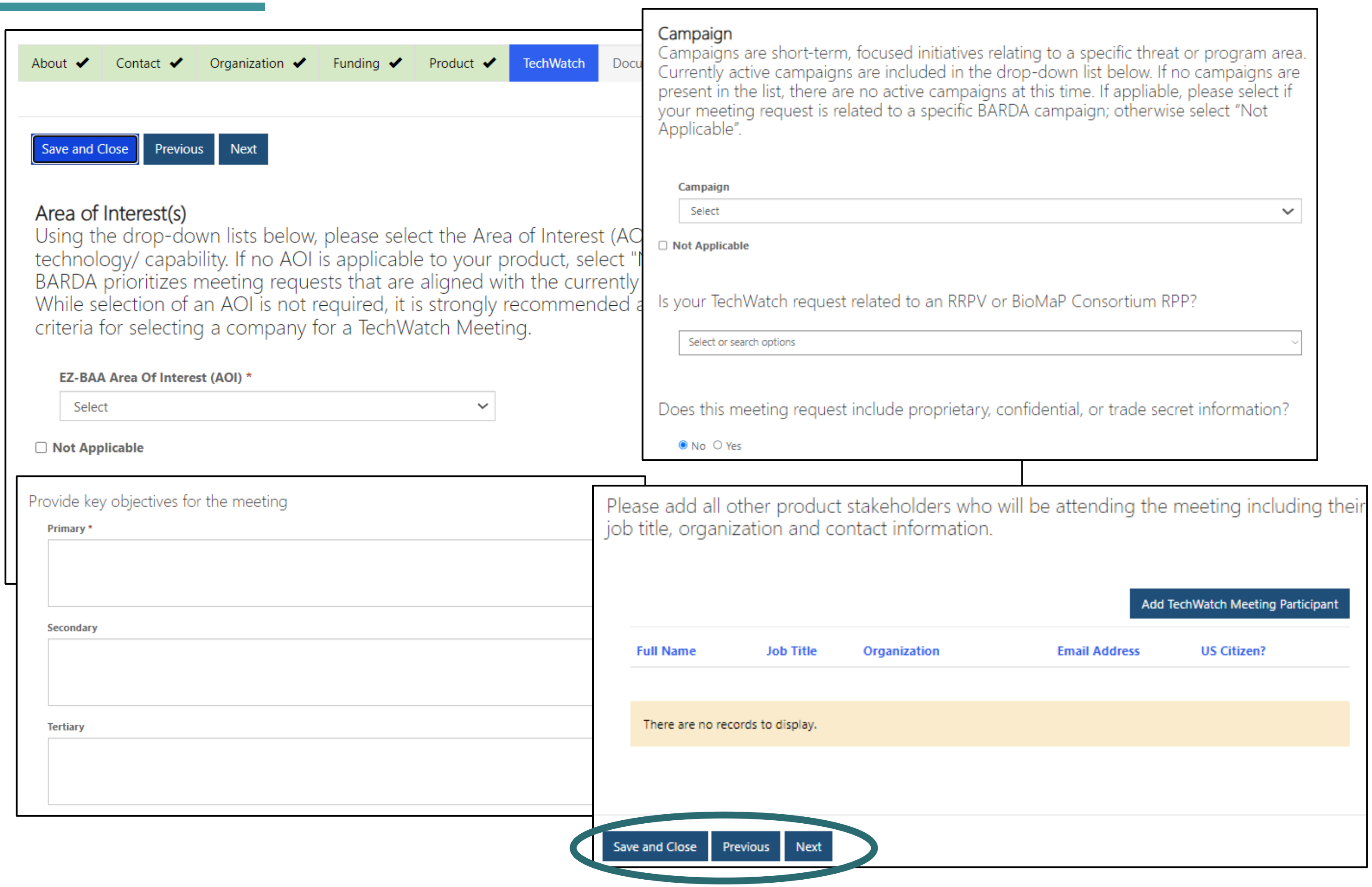
TechWatch – Product Tab, continued

- Provide threat-related data; multiple threat areas can be selected.
- Indicate Technology Readiness Level using the **dropdown**.
- After entry and review is complete click **Next** or
- Click **Save & Close** to continue entering data at another time.



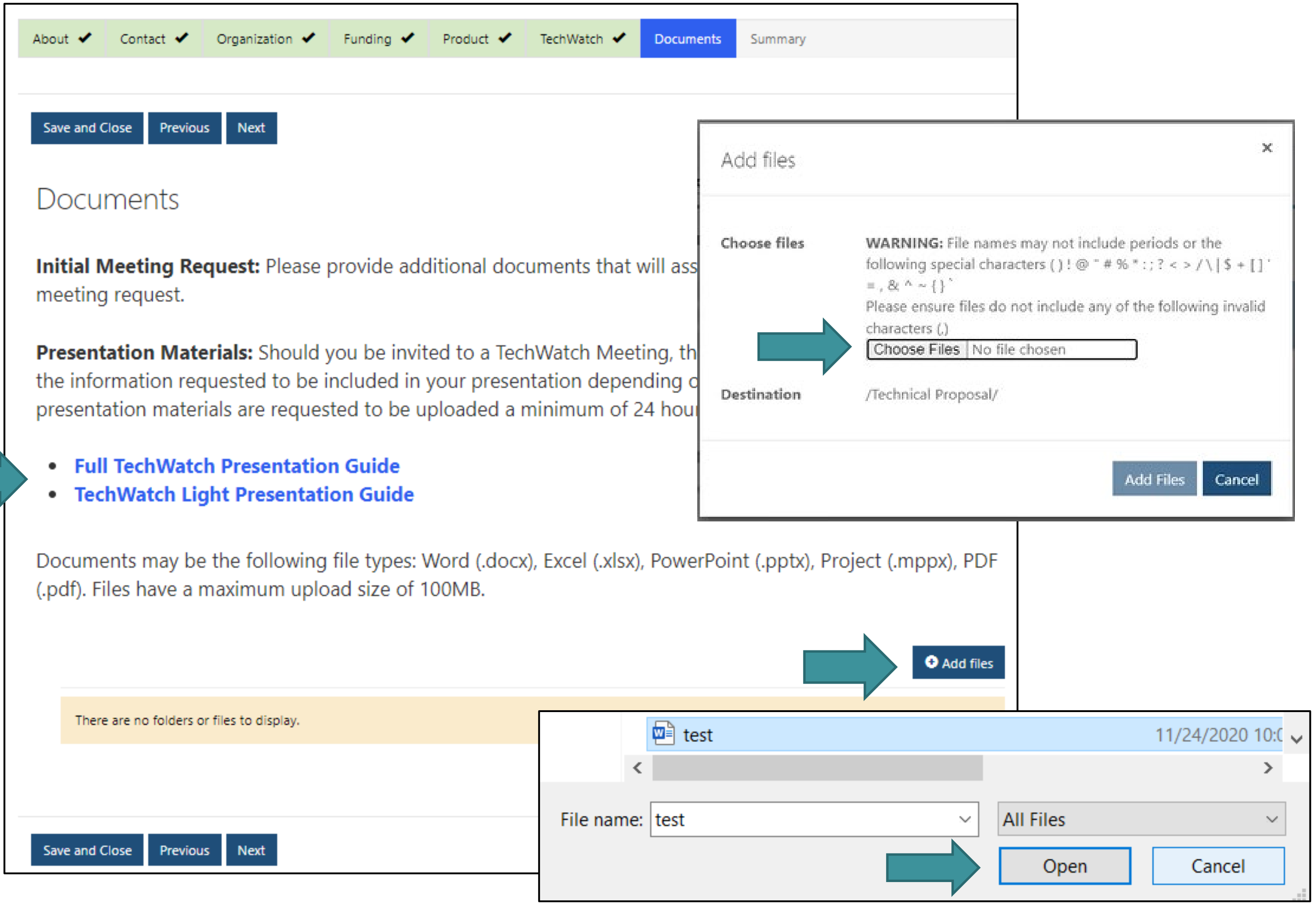
TechWatch – TechWatch Tab

- Provide additional details to support appropriate routing of the meeting request in the TechWatch tab; ensure required fields are populated.
- After entry and review is complete click **Next** or
- Click **Save & Close** to continue entering data at another time.



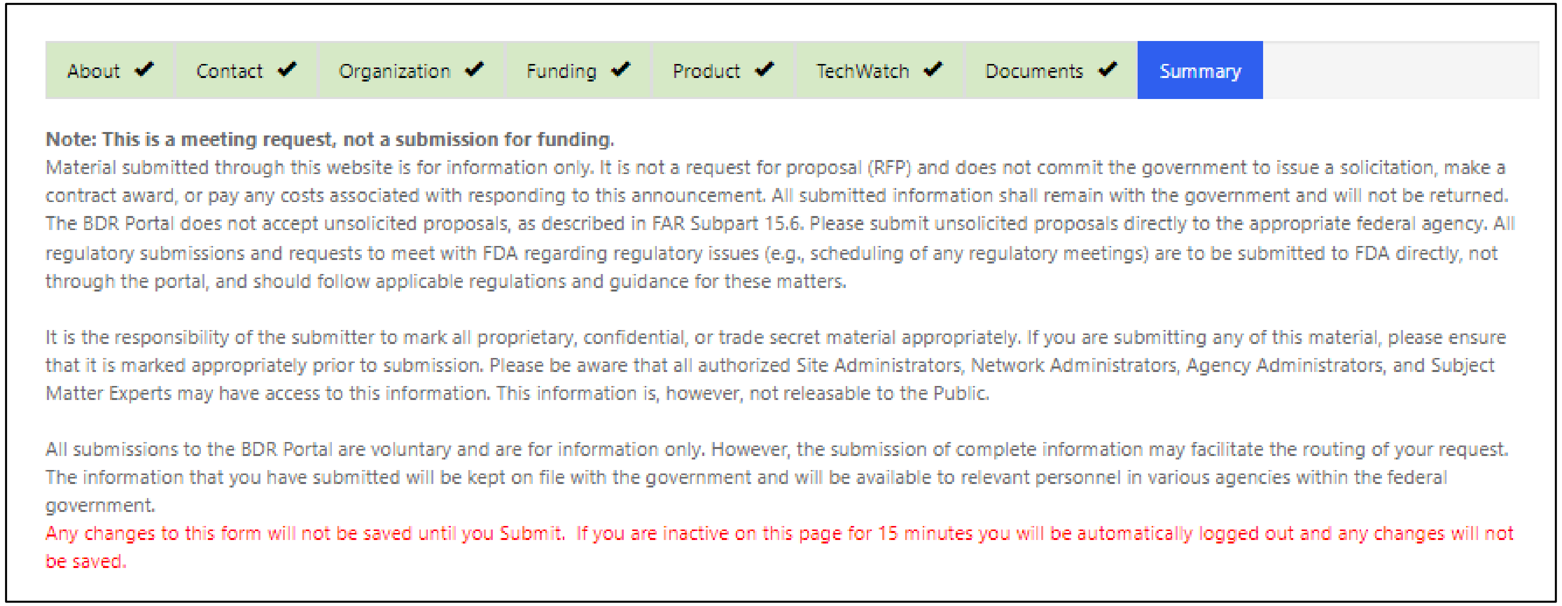
TechWatch – Documents Tab

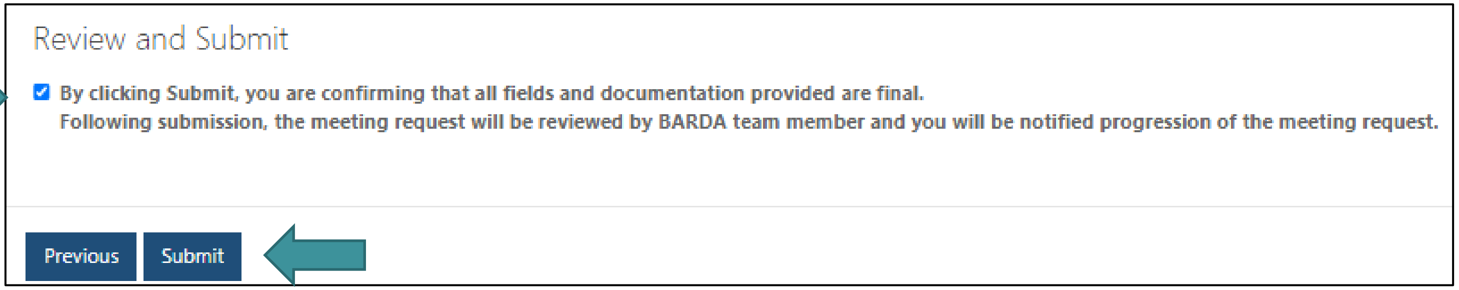
- Within the **Documents** tab, upload relevant documents.
- Click on **Presentation Guide** to save a guide on your device.
- To add a file(s):
  - Click **Add files**.
  - Click **Choose file**.
  - Locate file(s) and click **Open**.
  - Confirm file(s) has been added to the Add files window. Click **Add Files**.
  - Click **Next** when done or
  - Click **Save & Close** to continue entering data at another time.



TechWatch – Summary Tab

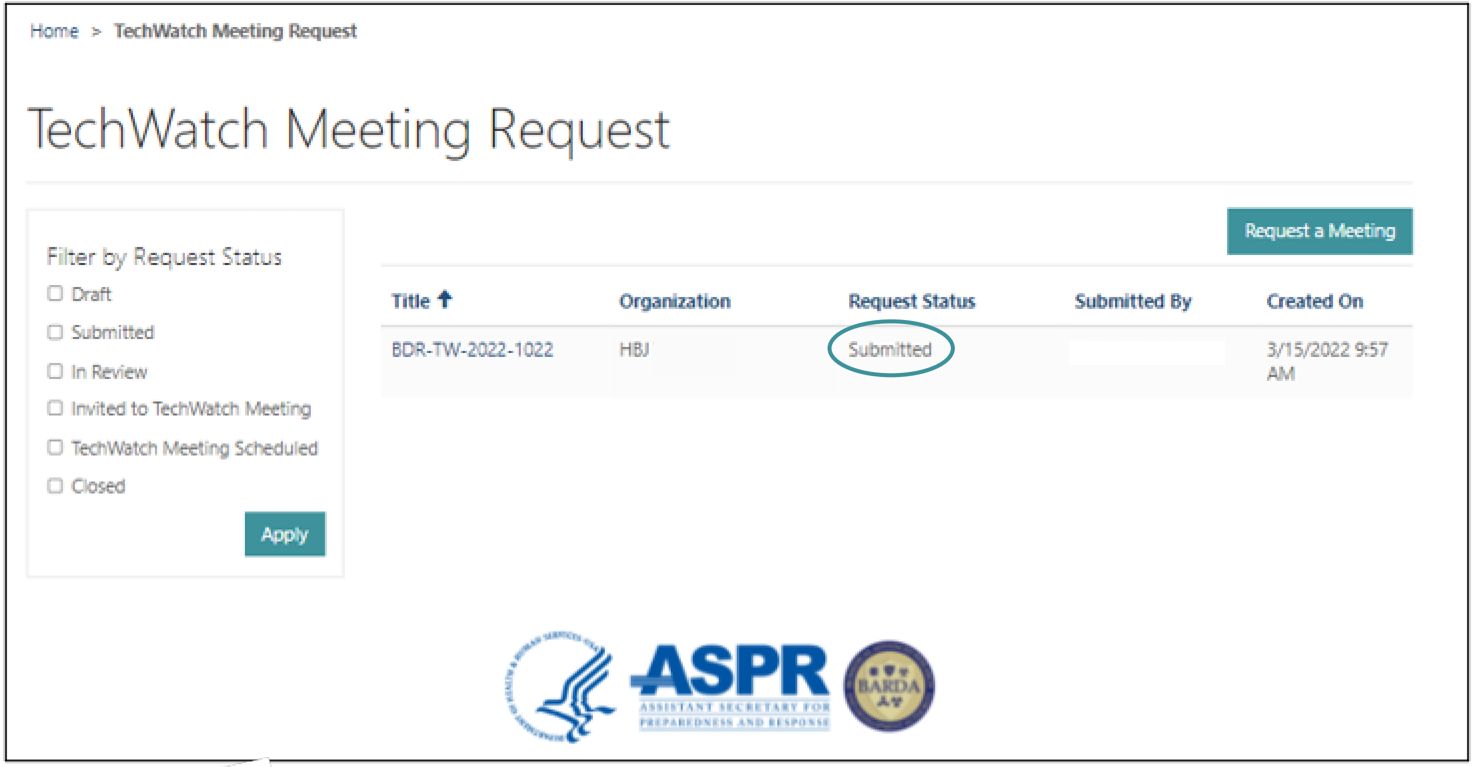
- Within the **Summary** tab, review all the data and documents entered.
- Review the submission data, ensuring the required data fields are accurate and populated.
- After the review is complete, confirm submission data via the **checkbox** at the bottom of the tab and click **Submit**.





TechWatch – Submission Complete

- After completing the submission of the TechWatch Meeting Request, the user is directed back to the Submission dashboard where the new record is displayed with a **Submitted** status.
- Applicant will receive a system generated notification confirming the submission has been received.
- The TechWatch Meeting Request submission process is now complete. Request Status will update as the submission moves through the BARDA review process.



The Title may take a few minutes to populate. Refresh the screen if needed.

Questions?

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