

BARDA Digital Resources EZ-BAA Submission Process

August 2024

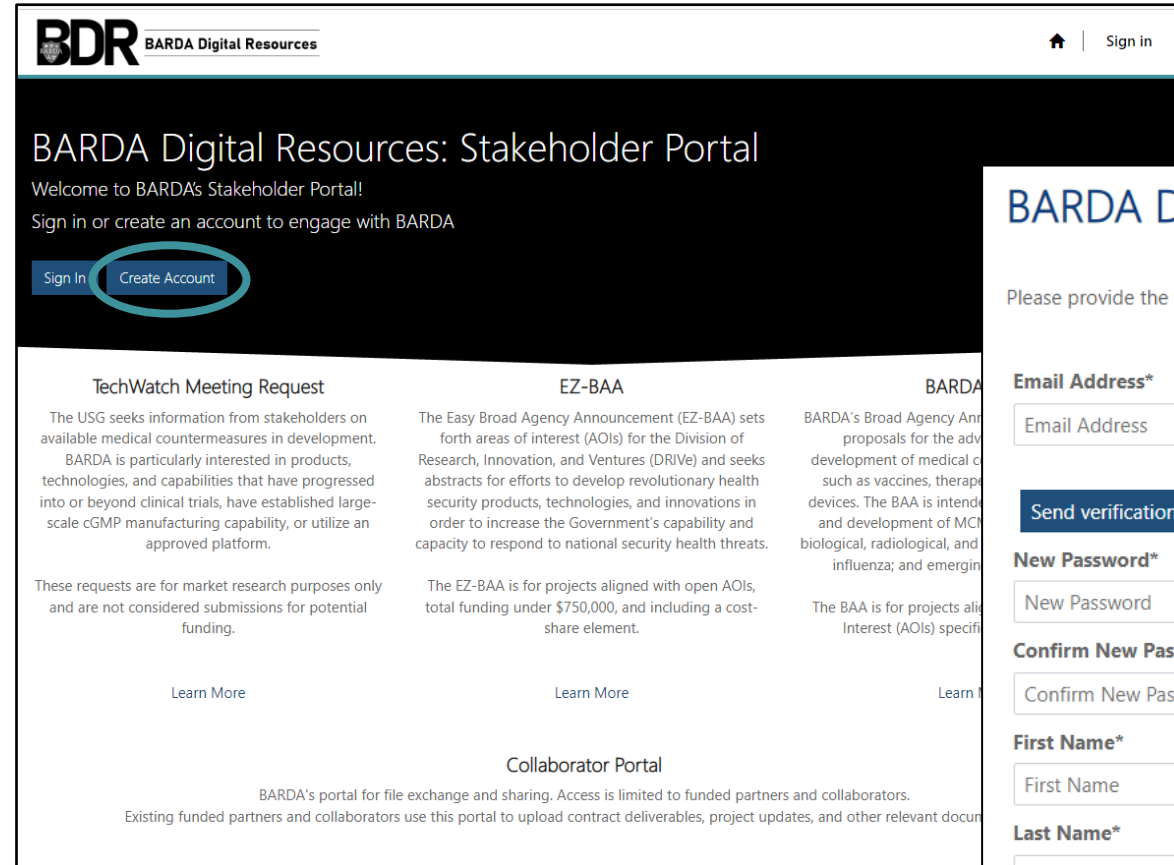
Creating BDR Portal Account

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.



BDR BARDA Digital Resources

BARDA Digital Resources: Stakeholder Portal

Welcome to BARDA's Stakeholder Portal!

Sign in or create an account to engage with BARDA

Sign In **Create Account**

TechWatch Meeting Request

The USG seeks information from stakeholders on available medical countermeasures in development. BARDA is particularly interested in products, technologies, and capabilities that have progressed into or beyond clinical trials, have established large-scale cGMP manufacturing capability, or utilize an approved platform.

These requests are for market research purposes only and are not considered submissions for potential funding.

[Learn More](#)

EZ-BAA

The Easy Broad Agency Announcement (EZ-BAA) sets forth areas of interest (AOIs) for the Division of Research, Innovation, and Ventures (DRIVE) and seeks abstracts for efforts to develop revolutionary health security products, technologies, and innovations in order to increase the Government's capability and capacity to respond to national security health threats.

The EZ-BAA is for projects aligned with open AOIs, total funding under \$750,000, and including a cost-share element.

[Learn More](#)

BARDA

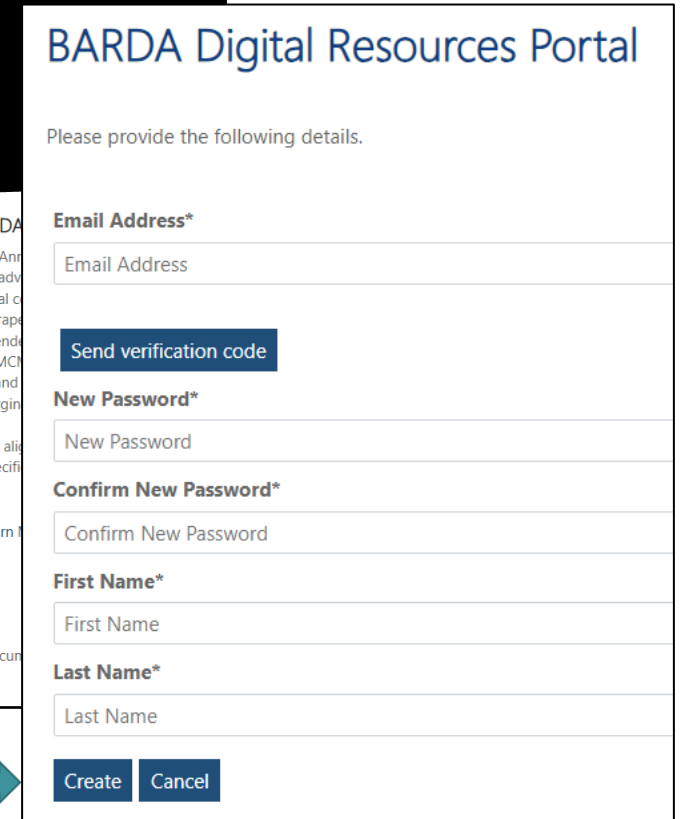
BARDA's Broad Agency Announcement (BAA) sets forth areas of interest (AOIs) for the development of medical countermeasures, such as vaccines, therapies, and medical devices. The BAA is intended to support the development of MCMs, biological, radiological, and chemical threats, and emerging threats.

The BAA is for projects aligned with open AOIs, total funding under \$750,000, and including a cost-share element.

[Learn More](#)

Collaborator Portal

BARDA's portal for file exchange and sharing. Access is limited to funded partners and collaborators. Existing funded partners and collaborators use this portal to upload contract deliverables, project updates, and other relevant documents.



BARDA Digital Resources Portal

Please provide the following details.

Email Address*

Email Address

Send verification code

New Password*

New Password

Confirm New Password*

Confirm New Password

First Name*

First Name

Last Name*

Last Name

Create **Cancel**



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**.

BARDA Digital Resources Portal

Please provide the following details.

Verification is necessary. Please click Send button.

Email Address

Test.User@test.com

Send verification code **Cancel**

Verification code has been sent to your inbox. Please copy it to the input box below.

Email Address

s****@snider.com

Verification code

Verify code **Send new code** **Cancel**

E-mail address verified. You can now continue.

Email Address

Test.User@test.com

Continue **Cancel**

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.

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, for any 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 you and partner organizations. PII will not be shared with other organizations as a standard practice. There will be exceptions in extenuating circumstances 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

BARDA BAA

BARDA's Broad Agency Announcement (BAA) solicits proposals for the advanced research and development of medical countermeasures (MCMs) such as vaccines, therapeutics, diagnostics, and devices. The BAA is intended for advanced research and development of MCMs to counter chemical, biological, radiological, and nuclear threats; pandemic influenza; and emerging infectious diseases.

The BAA is for projects aligned with open Areas of Interest (AOIs) specific to the solicitation.



BAA Home

[Learn More](#)



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.

The screenshot shows the BDR Portal Profile page. At the top, there is a navigation bar with the BDR logo, a home icon, and links for TechWatch, EZ-BAA, BAA, Collaborator, and Name. A blue arrow points to the 'Name' link. Below the navigation bar, there is a profile card for 'Test User' with a 'Profile' link. To the right of the profile card, there are input fields for First Name (Test), Middle Name, Last Name (User), Email (Test.User@test.com), Primary Phone (555-555-5555), Mobile Phone (555-111-1111), US Citizen (Yes), Contact Type, and Job Title (Technical Writer). A blue arrow points to the 'Profile' link in the top right corner. Below the input fields, there is a section for 'How did you learn about BARDA?' with an 'Add' button. At the bottom, there is a table with 'Referral Source Type' and 'Referral Source Note' columns, showing 'ASPR.hhs.gov' as the selected source. A blue arrow points to the 'Update' button at the bottom left.

BDR BARDA Digital Resources

Home | TechWatch | EZ-BAA | BAA | Collaborator | **Name**

Profile

Sign out

Test User

Profile

Security

Change Password

First Name *
Test

Middle Name

Last Name *
User

Email *
Test.User@test.com

Primary Phone
555-555-5555

Mobile Phone
555-111-1111

US Citizen
Yes

Contact Type

Job Title
Technical Writer

How did you learn about BARDA?

Add

Referral Source Type ↑

Referral Source Note

ASPR.hhs.gov

Update

General BDR Navigation

Module 2 General BDR Navigation



BARDA Digital Resources
CUI//TLP: **WHITE** – UNRESTRICTED DISTRIBUTION

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**.

BDR BARDA Digital Resources

BARDA Digital Resources: Stakeholder Portal

Welcome to BARDA's Stakeholder Portal!

Sign in or create an account to engage with BARDA

Sign In **Create Account**

TechWatch Meeting Request

The USG seeks information from stakeholders on

The Easy Broad Agen

Verification is necessary. Please click Send button.

Email Address

Test.User@test.com

Send verification code **Cancel**

Verification code has been sent to your inbox. Please copy it to the input box below.

Email Address

Test.User@test.com

Verification code

Verify code **Send new code**

Cancel

E-mail address verified. You can now continue.

Email Address

Test.User@test.com

Continue **Cancel**

BARDA Digital Resources Portal

Sign in with your email address

Email Address

Test.User@test.com

Password [Forgot your password?](#)

.....

Sign in

Don't have an account or need to migrate an existing account? [Sign up now](#)

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.*

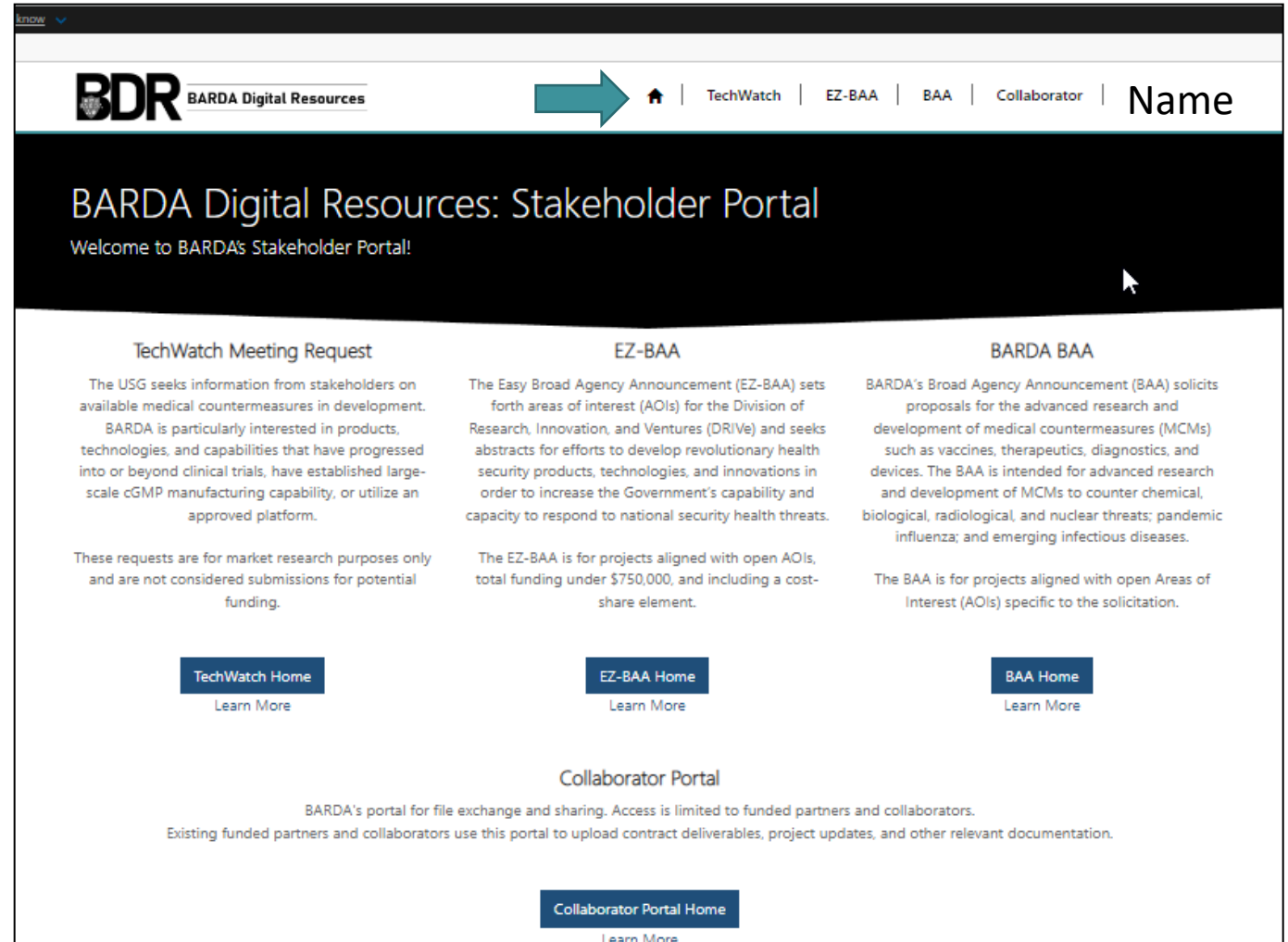


Accept

Cancel

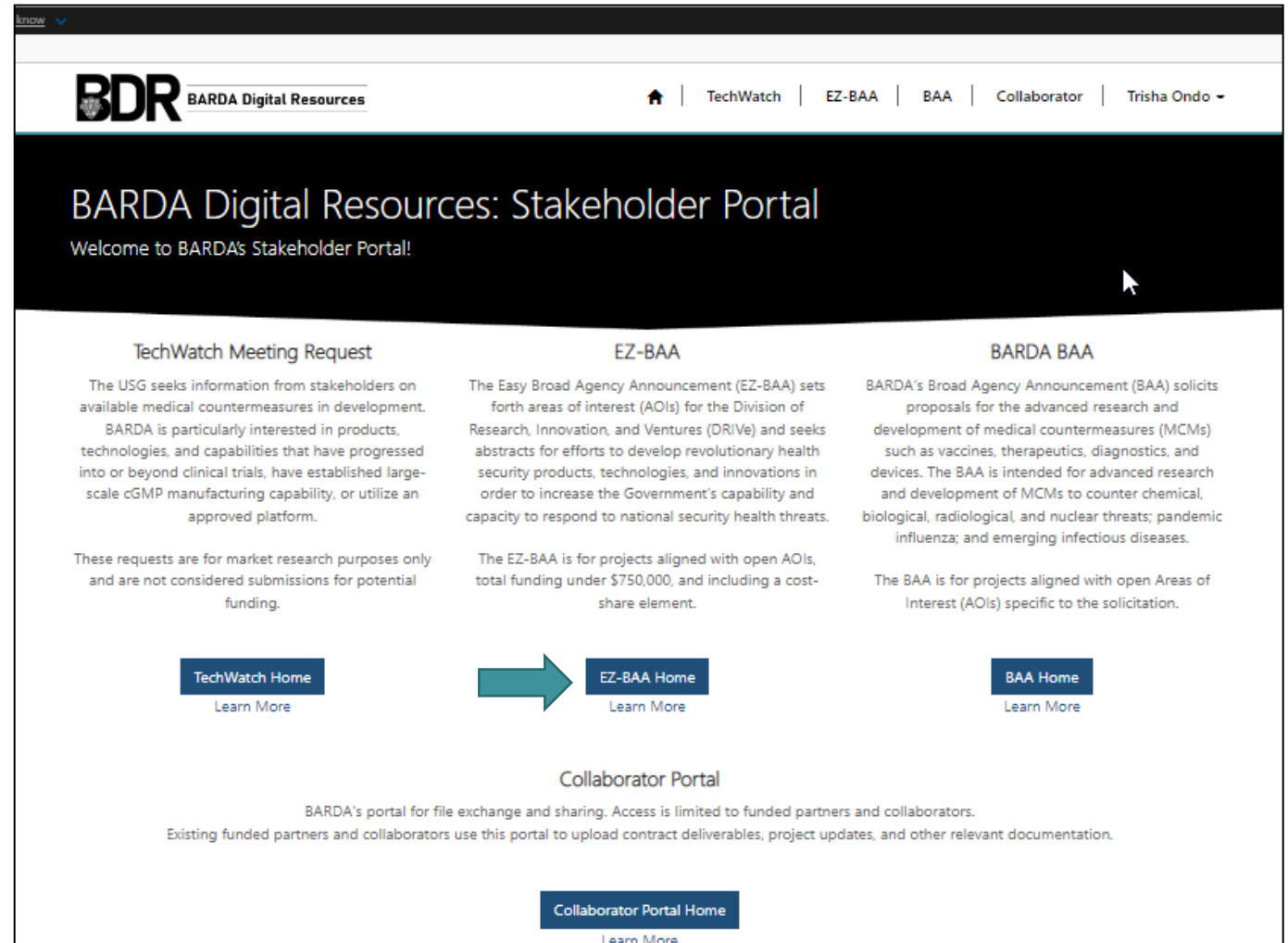
BDR Portal Landing Page

- 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.



Navigating to the EZ-BAA Home

- From the BDR Portal Landing Page click **EZ-BAA Home** to access EZ-BAA Submission Dashboard.



EZ-BAA Submission Dashboard

- After clicking **EZ-BAA Home**, Applicants are directed to their submission dashboard page.
- Review any previously submitted abstract and full proposal records and continue any in-progress submissions from this page.
- For faster navigation, filter submissions by their status within the left-hand filter menu.

The screenshot displays the EZ-BAA Submission Dashboard. On the left, there are two filter panels. The top panel, titled 'Abstracts', has a teal arrow pointing to it. It contains a 'Filter by Submission Status' section with checkboxes for 'Started', 'Submitted', 'In Review', 'Invited to Submit Full Proposal', 'Rejected', and 'Complete', followed by an 'Apply' button. The bottom panel, titled 'Full Proposals', has a similar filter section with checkboxes for 'Started', 'Submitted', 'In Review', 'Complete', 'Rejected', and 'Withdrawn', also followed by an 'Apply' button. On the right, there are two tables. The top table, 'All My Abstracts', has a 'New Submission' button in the top right corner. It lists two abstracts: one titled 'UNTITLED' with status 'Started' and another titled 'Test Abstract for Training Materials' with status 'Complete'. The bottom table, 'All My Full Proposals', lists one full proposal titled 'Test Abstract for Training Materials' with status 'Started'. Both tables have columns for Title, Submission ID, Organization, Primary Contact, Submission Status, Submitted Date, Submitted By, and Created On, with a dropdown arrow in the last column.

Title	Submission ID	Organization	Primary Contact	Submission Status	Submitted Date	Submitted By	Created On ↓
UNTITLED		Training Materials Inc		Started			10/18/2021 11:16 AM
Test Abstract for Training Materials	BDR-EZBAA-44.9.2-2021-0087	Training Materials Inc		Complete	10/15/2021		10/15/2021 11:46 AM

Title	Submission ID	Organization	Primary Contact	Submission Status	Submitted Date	Submitted By	Created On ↓
Test Abstract for Training Materials	BDR-EZBAA-44.9.2-2021-0087-F	Training Materials Inc		Started			10/17/2021 7:01 PM

Submitting an Abstract in BDR

Module 3 Submitting an Abstract in BDR

- From the EZ-BAA Submission Dashboard, click **New Submission** to start a new Abstract submission.



Abstract Submission– Contact Tab

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

Contact Organization Funding Abstract Documents Submit

About You/Basic Info

First Name *
Test

Middle Name or Initial

Last Name *
Tester

Email Address *
susan@snider.com

Primary Phone *
202-220-2020

US Citizenship *
Select

Organization *

Organization Website

Add an Organization

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

Add Organization

Help

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**.

The image shows a 'New Organization' form with several dropdown menus and text input fields. Two dropdown menus are open, showing a list of organization types and legal structures. A success message is displayed at the bottom right, indicating the organization was created successfully, with a 'close' button.

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

Abstract Submission– Contact Tab

- **Note:** The *How did you learn about the DRIVE program?* question is required to continue to the next page.
- Click **Next** to move to the Organization tab.

Contact

Primary Position/Title


Contact Type

How did you learn about the DRIVE program?

☐ A colleague
☐ Advocacy group
☐ ASPR.hhs.gov
☐ BARDA event
☐ BARDA Industry Day
☐ MedicalCountermeasures.gov
☐ DRIVE Accelerator
☐ DRIVE.hhs.gov
☐ News article or blog
☐ Scientific conference
☐ Scientific publication
☐ Social Media
☐ Other

Would you like to be added to the email list for future DRIVE events?

☒ No ☐ Yes



Next

Abstract Submission – Organization Tab

- Within the **Organization** tab, provide the Organization related data, required data fields are populated.
- Some organization data will prepopulate based on the Organization record within the BARDA database; data can be modified on the submission record.
- After entry and review is complete, click **Next** to continue or
- Select **Save & Close** to continue entering data at another time.

Home > Market Research Abstract :

Contact Organization Market Research Abstract Documents Submit

Organization Address

Organization Street 1 *
202 Washington

Organization Street 2

Organization City *
DC

Organization State/Province *
DC

Organization ZIP/Postal Code *
22222

Organization Country/Region *
usa

Organization Information

Organization Type *

Minority Owned Business *
Veteran Owned Business *

Woman Owned Business *
Other Socio-Economic Status *

Number of Employees *

Annual Revenue *

Is the organization registered in SAM?
☒ No ☐ Yes

Reason for not being registered in SAM.gov? *

SAM UEI (Unique Entity Identifier)

DUNS Number
123456789

CAGE Code
12345

NAICS Code

Legal Structure *

Have you previously applied to BARDA for the same or a substantially similar project? *

Save & Close Next

Abstract Submission – Funding Tab

- Within the **Funding** tab, provide the funding related data, the required data fields are populated.
- Funding data will prepopulate based on the Organization record within the BARDA database; data can be modified.
- After entry and review is complete click **Next** to continue or
- Select **Save & Close** to continue entering data at another time.

Home > EZ-BAA Abstract :

Contact > Organization > **Funding** > Abstract > Documents > Submit

Have you ever been awarded a government (federal, state, local, tribal, territorial) contract or grant?
☒ No ☐ Yes

Have you ever been awarded a grant or contract by BARDA?
☒ No ☐ Yes

Do you presently receive funding from any USG entities? ()

☐ BARDA
☐ CARB-X
☐ NIAID Pre-clinical Services
☐ NIH/NIAID/SBIR/STTR grants or contract
☐ Centers for Disease Control and Prevention (CDC)
☐ Other HHS
☐ Department of Defense (DoD)
☐ Defense Advanced Research Projects Agency (DARPA)
☐ Defense Threat Reduction Agency (DTRA)
☐ Defense Health Agency (DHA)
☐ Other DoD
☐ National Science Foundation (NSF)
☐ Department of Energy (DOE)
☐ Department of Homeland Security (DHS)
☐ Intelligence Advanced Research Projects Activity
☐ Small Business Administration
☐ Other Department
☐ No US Government funding (Other selections will be removed when selected)

Have you ever been awarded a government (federal, state, local, tribal, territorial) contract or grant?
☐ No ☒ Yes

Have you been awarded a government (federal, state, local, tribal, territorial) contract or grant related to the current submission over the past 3 years?
☐ No ☒ Yes

Contract or Grant Name *

Government Entities *

Have you ever been awarded a grant or contract by BARDA?
☐ No ☒ Yes

What was the date of award (most recent, if multiple)? *

M/D/YYYY

Save & Close Next

Abstract Submission – Abstract Tab

- In the **Abstract** tab, enter the Abstract related data including, Title, Solicitation Number, Area of Interest, Contact Info, Funding Details, Description.
- In the **Conflict of Interest** section, click **Add** to enter Potentially Conflicted Individuals, Key Personnel, and Key Organizations.

Home > EZ-BAA Abstract :

Contact > Organization > Funding > **Abstract** > Documents > Submit

Abstract

Project Title *

Training Abstract

Solicitation *

BAA-22-100-SOL-00003

- Primary solicitation - this option should be selected for all initial submissions.
- Awards may not exceed \$750,000 USG funding.

BAA-22-100-SOL-00003 Plus

- Open ONLY to Respondents who have received an initial award under the EZ-BAA (i.e. under \$750,000).
- Submissions must be for the development of the same technology supported by the EZ-BAA award and must be received by BARDA DRIVE before two years after the completion date of the initial EZ-BAA award.
- All other submissions will be deemed ineligible and will be directed to submit an Abstract Submission under BAA-22-100-SOL-00003 for consideration of an initial award under this EZ-BAA.
- Awards may not exceed \$20 million USG funding. Note: The majority of + Phase awards under this EZ-BAA area, anticipated to be in the \$2 to \$12 million range.

TEST-EZBAA-20-100-SOL-0002

Area of Interest *

EZ-BAA Test AOI - Area 3

Primary Contact

Susan Snider

Technical POC *

Add Technical POC

Have you had a market research call with DRIVE about this submission? *

DRIVE highly encourages Respondents that are interested in proposing a submission to schedule a market research call with an AOI representative to discuss their general technology and alignment with programmatic priorities.

☐ Yes ☒ No

Conflict of Interest

Potentially Conflicted Individuals

Provide list of BARDA staff members that may have a conflict with this submission. A contracting officer may reach out to you before your market research abstract is reviewed.

Add

First and Last Name ↑	Company	Job Role/Title	Note	Created On
There are no records to display.				

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

First and Last Name ↑	Organization	Job Role/Title	Note	Created On
There are no records to display.				

Key Organizations

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

Add

Organization ↑	Created On
There are no records to display.	

Save & Close Next

Abstract Submission – Abstract Tab, continued

- Within the **Abstract** tab, to add Key Personnel, click **Add**, fill in the requested information, then click **Submit** or **Submit & Create New**.
- To add Key Organizations, click **Add**, fill in the requested information, then click **Submit** or **Submit & Create New**.
- After entry and review is complete, click **Next** or
- Click **Save & Close** to continue entering data at another time.

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

First and Last Name ↑	Organization	Job Role/Title	Note	Created On
There are no records to display.				

Key Organizations

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

Add

Organization ↑	Created On
There are no records to display.	

Key Personnel

First and Last Name *

Organization

Job Role/Title

Note

Submit **Submit & Create New**

Save & Close **Next**

Abstract Submission– Documents Tab

- Within the **Documents** tab upload documents relevant to the Abstract submission such as a Rough Order of Magnitude (ROM).
- Click on **EZ-BAA ROM Template** to save a ROM template 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.

The screenshot displays the 'EZ-BAA Abstract : Training Abstract' interface. At the top, a navigation bar shows a sequence of steps: Contact, Organization, Funding, Abstract, Documents (highlighted in blue), and Submit. Below this, the 'EZ-BAA Document Templates' section lists the 'EZ-BAA ROM Template'. The 'Upload Documents' section includes a warning that attachments are for supplementary information only and lists allowed file types: PDF, XLS (and XLSX), DOC (and DOCX), XLT (and XLTX), DOT (and DOTX), Image Files (PNG, JPEG, GIF, BMP), and PPT (and PPTX). A teal arrow points to the 'Add files' button. Below this, the 'Add files' dialog box is shown, featuring a 'Choose files' section with a warning about special characters and a 'Choose Files' button. A teal arrow points to this button. The 'Destination' is set to '/Technical Proposal/'. At the bottom of the dialog are 'Add Files' and 'Cancel' buttons. To the right, a file selection window shows a file named 'test' with a date of 11/24/2020 10:00. A teal arrow points to the 'Open' button in this window.

EZ-BAA Abstract – Submit Tab

- Within the **Submit** tab, review all the data entered and documents uploaded throughout the submission entry.
- After the review is complete, confirm submission data via the checkbox at the bottom of the page and click **Submit**.

Home > EZ-BAA Abstract : Training Abstract

Contact > Organization > Funding > Abstract > Documents > **Submit**

About You/Basic Info

First Name *
[Text Field]

Email Address *
[Text Field]

Organization *
Training

Documents

Add files

Name ↑	Modified
test.docx (18 KB)	9/25/2023 1:11 PM

Review & Submit

☒ By clicking submit, you are confirming that all fields and documentation provided are final. Following submission, the abstract will be reviewed by a DRIVE Team Member and you will be notified progression of the review.

Submitted By *
[Text Field]

Contact

Primary Position/Title
Yes

Contact Type

Submit

Abstract – Submission Complete

- After completing the submission of the EZ-BAA Abstract under the **Submit** tab, the application returns to the Submission dashboard where the EZ-BAA Abstract record is displayed with a **Submitted** status.
- The Applicant will receive a system generated email notification confirming the submission has been received.
- The EZ-BAA Abstract submission process is now complete.



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

Abstracts

Filter by Submission Status

☐ Started
☐ Submitted
☐ In Review
☐ Invited to Submit Proposal
☐ Rejected

All My Abstracts

Title	Submission ID	Organization	Primary Contact	Submission Status	Submitted Date	Submitted By	Created On
UNTITLED		Training		Started			9/22/2023 1:15 PM
Training Abstract	BDR-EZBAA-1.3.5-2023-	Training		Submitted	9/25/2023		9/22/2023 1:12 PM

BDR BARDA Digital Resources
Administrative Inbox

This is an automated notification from the BARDA Digital Resources (BDR) Stakeholder Portal and replies to this inbox are not monitored.

Thank you for submitting an abstract to BARDA's Easy Broad Agency Announcement TEST-EZBAA-20-100-SOL-0002 solicitation. We truly appreciate the time and energy that your organization has spent to advance innovation and make a difference. Next, our team will review your submission and you will be notified when a decision has been made.

- Submission ID: [BDR-EZBAA-1.3.5-2023-1157](#)

For any questions about your submission, please reach out to: DRIVEAcquisitions@hhs.gov. Please reference the above Submission ID.

Thank you,
BARDA Digital Resources Team
For assistance with the BDR Stakeholder Portal, please contact BDR_Admin_Inbox@hhs.gov

Submitting a Full Proposal

Module 4 Submitting a Full Proposal

Converting Abstract to Full Proposal

- After 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 can convert the Abstract record into a Full Proposal submission.
- Click on the **Abstract title**.
- Click **Convert to Full Proposal**.
- The system will copy the Abstract data and populate it into a newly created Full Proposal record that will be displayed in the submission dashboard.
- A notification that the Full Proposal was successfully created will appear, click **Close**.

The screenshot shows the 'EZ-BAA Submissions' dashboard. On the left, a 'Filter by Submission Status' sidebar lists: Started, Submitted, In Review, Invited to Submit Proposal, Rejected, and Complete. A green arrow points from the 'Invited to Submit Proposal' status to a table row. The table has columns: Title, Submission ID, Organization, Primary Contact, Submission Status, Submitted Date, Submitted By, and Created On. The row for 'Training Abstract' (ID: BDR-EZBAA-1.3.5-2023-1147) has a status of 'Invited to Submit Full Proposal', which is circled in green. Below the table, a 'Convert to Full Proposal' button is highlighted with a green arrow. To the right, a 'Submission Status' flow diagram shows steps: Contact, Organization, Funding, Abstract, and Documents. Below this, a 'Notification' box states 'Full proposal was successfully created.' with a 'Close' button. At the bottom left, a box shows the 'Organization Website' as 'https://Drive.hhs.gov' and a progress indicator for 'Creating a full proposal. Please wait...'.

Home > EZ-BAA Submissions

Abstracts

Filter by Submission Status

- ☐ Started
- ☐ Submitted
- ☐ In Review
- ☐ Invited to Submit Proposal
- ☐ Rejected
- ☐ Complete

All My Abstracts

New Submission

Title	Submission ID	Organization	Primary Contact	Submission Status	Submitted Date	Submitted By	Created On
UNTITLED		Training		Started			9/22/2023 1:15 PM
Training Abstract	BDR-EZBAA-1.3.5-2023-1147	Training		Invited to Submit Full Proposal	9/25/2023		9/22/2023 1:12 PM
Abstract	BDR-EZBAA	Training		In Review	9/19/2023		9/15/2023 1:07 PM

Home > EZ-BAA Abstract : Training Abstract

Contact Organization Funding Abstract Documents

Convert to Full Proposal

Submission Status

to Submit Proposal

Notification

Full proposal was successfully created.

Close

Organization Website

https://Drive.hhs.gov

Creating a full proposal. Please wait...

EZ-BAA Abstract Converted to Full Proposal

- The original Abstract record submission status is now **Complete**.
- The new Full Proposal record is created with the status **Started**.
- Click the **Full Proposal Title** to open the record.

Home > EZ-BAA Submissions

Abstracts

Filter by Submission Status

- ☐ Started
- ☐ Submitted
- ☐ In Review
- ☐ Invited to Submit Proposal
- ☐ Rejected
- ☐ Complete

Apply

All My Abstracts

Title	Submission ID	Organization	Primary Contact	Submission Status	Submitted Date	Submitted By	Created On
UNTITLED		Training		Started			9/22/2023 1:15 PM
Training Abstract	BDR-EZBAA-1.3.5-2023-1147	Training		Complete	9/25/2023		9/22/2023 1:12 PM
Abstract Training	BDR-EZBAA-1.3.5-2023-1138	Training		In Review	9/19/2023		9/15/2023 1:07 PM

Full Proposals


Filter by Submission Status

- ☐ Started
- ☐ Submitted
- ☐ In Review
- ☐ Complete
- ☐ Rejected
- ☐ Withdrawn

Apply

All My Full Proposals

Title	Submission ID	Organization	Primary Contact	Submission Status	Submitted Date	Submitted By	Created On
Training Abstract	BDR-EZBAA-1.3.5-2023-1147-F	Training		Started			9/26/2023 1:35 PM



EZ-BAA Full Proposal – Contact Tab

- The **Contact** tab pre-populates with data provided in the abstract submission.
- This data is locked and cannot be modified; however, the Applicant should contact the Contracting Group if the information needs to be updated.
- Click **Next** when done or
- Click **Save & Close** to continue entering data at another time.

Home > EZ-BAA Full Proposal : Training Abstract

Contact Organization Full Proposal Funding Location Team Budget Documents Submit

About You/Basic Info

First Name [Redacted]	Middle Name or Initial A	Last Name [Redacted]
Email Address [Redacted]	Primary Phone [Redacted]	US Citizenship Yes
Organization Training	Organization Website —	

Contact

Primary Position/Title
Yes

Contact Type
Government Employee - Technical

Save & Close Next

EZ-BAA Full Proposal – Organization Tab

- Within the **Organization** tab Organization related data is displayed.
- Select data will prepopulate based on the Organization record within the BARDA database; data can be added or modified.
- See Slides 15-16 for how to find/add an organization.
- After entry and review is complete, click **Next** to continue or
- Select **Save & Close** to continue entering data at another time.

Home > EZ-BAA Full Proposal : Training Abstract

Contact > **Organization** > Full Proposal > Funding > Location > Team > Budget > Documents > Submit

Organization Address

Organization City
DC

Organization State/Province
DC

Organization Street 1
202 Washington

Organization ZIP/Postal Code
22222

Organization Street 2

Organization Country/Region
usa

Organization Information

Organization Type *

Minority Owned Business *

Woman Owned Business *

Number of Employees *

Annual Revenue *

Is the organization registered in SAM? *

☒ No ☐ Yes

SAM UEI (Unique Entity Identifier)

DUNS Number
123456789

CAGE Code
12345

NAICS Code

Legal Structure *

Save & Close Next

EZ-BAA Full Proposal – Full Proposal Tab

- Within the **Full Proposal** tab select fields will pre-populate with data from the abstract record. Fields such as the Project Title and Project Description can be updated.
- After entry and review is complete, click **Next** to continue or
- Select **Save & Close** to continue entering data at another time.

Home > EZ-BAA Full Proposal : Training Abstract

Contact > Organization > **Full Proposal** > Funding > Location > Team > Budget > Documents > Submit

Full Proposal

Project Title *
Training Abstract

Solicitation
BAA-22-100-SOL-00003

- Primary solicitation - this option should be selected for all initial submissions.
- Awards may not exceed \$750,000 USG funding.

BAA-22-100-SOL-00003 Plus

- Open ONLY to Respondents who have received an initial award under the EZ-BAA (i.e. under \$750,000).
- Submissions must be for the development of the same technology supported by the EZ-BAA award and must be received by after the completion date of the initial EZ-BAA award.
- All other submissions will be deemed ineligible and will be directed to submit an Abstract Submission under BAA-22-100-SOL-00003.
- Awards may not exceed \$20 million USG funding. Note: The majority of + Phase awards under this EZ-BAA are anticipated to range.

TEST-EZBAA-20-100-SOL-00002

AOI
EZ-BAA Test AOI - Area 3

Primary Contact *
Susan Snider

Technical POC *
Karen Goralzyck
[Add Technical POC](#)

Have you had a market research call with DRIVE about this submission? *

DRIVE highly encourages Respondents that are interested in proposing a submission to schedule a market research call with an AO general technology and alignment with programmatic priorities.

☐ Yes ☒ No

Conflict of Interest

Potentially Conflicted Individuals

Provide list of BARDA staff members that may have a conflict with this submission. A contracting officer may reach out to you before your market research abstract is reviewed.

[Add](#)

Name ↑	Company	Job Role/Title	Note	Created On
There are no records to display.				

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](#)

First and Last Name ↑	Organization	Job Role/Title	Note	Created On
There are no records to display.				

Key Organizations

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

[Add](#)

Organization ↑	Created On
There are no records to display.	

[Save & Close](#) [Next](#)

EZ-BAA Full Proposal – Funding Tab

- Within the **Funding** tab all fields will pre-populate with data from the abstract record. Fields can be updated.
- After entry and review is complete, click **Next** to continue or
- Select **Save & Close** to continue entering data at another time.

Home > EZ-BAA Full Proposal : Training Abstract

Contact > Organization > Full Proposal > **Funding** > Location > Team > Budget > Documents > Submit

Have you ever been awarded a government (federal, state, local, tribal, territorial) contract or grant?
☐ No ☒ Yes

Have you been awarded a government (federal, state, local, tribal, territorial) contract or grant related to the current submission over the past 3 years?
☐ No ☒ Yes

Contract or Grant Name *

Government Entities *

Have you ever been awarded a grant or contract by BARDA?
☐ No ☒ Yes

What was the date of award (most recent, if multiple)?

Do you presently receive funding from any USG entities? (Check all that apply) *

☐ BARDA
☐ CARB-X
☐ NIAID Pre-clinical Services
☐ NIH/NIAID/SBIR/STTR grants or contract
☐ Centers for Disease Control and Prevention (CDC)
☐ Other HHS
☐ Department of Defense (DoD)
 ☐ Defense Advanced Research Projects Agency (DARPA)
 ☐ Defense Threat Reduction Agency (DTRA)
 ☐ Defense Health Agency (DHA)
 ☐ Other DoD
☐ National Science Foundation (NSF)
☐ Department of Energy (DOE)
☐ Department of Homeland Security (DHS)
☐ Intelligence Advanced Research Projects Activity
☐ Small Business Administration
☐ Other Department
☒ No US Government funding (Other selections will be removed when selected)

Save & Close **Next**

EZ-BAA Full Proposal - Location Tab

- Within the **Location** tab, the organization location will pre-populate with data provided from the Abstract; data can be updated.
- To add location data, click **Add**.
- Use the dropdown to choose organization, enter data, and click **Submit**.
- After entry and review is complete, click **Next** to continue or
- Select **Save & Close** to continue entering data at another time.

Home > EZ-BAA Full Proposal : Training Abstract

Contact > Organization > Full Proposal > Funding > **Location** > Team > Budget > Documents > Submit

Worksite Address

Site Street 1	Site Street 2	Site City	Site State/Province	Site ZIP/Postal Code	Site Country	Site Phone Number
202 Washington		DC	DC	22222	usa	

Add

Work Site Address

Organization *
Find Organization

Site Street 1

Site Street 2

Site City

Site State/Province

Site ZIP/Postal Code

Site Country

Site Phone Number

Submit

Save & Close **Next**

EZ-BAA Full Proposal - Team Tab

- Within the **Team** tab, add a Team Member by clicking **Add**, enter information, click **Submit**.
- When added, Team Members will receive an email notification and will be given access to the full proposal record.
- After entry is complete, click **Next** to continue or
- Select **Save & Close** to continue entering data at another time.

Home > EZ-BAA Full Proposal : Training Abstract

Contact Organization Full Proposal Funding Location **Team** Budget Documents Submit

Team Members

Team members will be able to view proposals

Add

First Name ↑ Last Name Email Address

There are no records to display.

Prime/Subcontractors

Provide information on all subcontracts that are of the cost-reimbursement, time-and-materials, or fixed-price subcontracts that exceed \$250,000 or 5 percent of total estimated cost of your proposal.

Name ↑	Prime/Sub	Start Date	End Date	Contracts Contribution Resources
Training	Prime	9/22/2023	9/29/2023	\$100.00

Contractor Contribution Resources Total: \$100.00
Amount Requested from DRIVE Total: \$100.00

Enter the Team Member's email address

First Name * Last Name *

Email Address *

Organization *

[Add Organization](#)

Submit

Save & Close **Next**

EZ-BAA Full Proposal - Team Tab, continued

- Within the **Team** tab, add subcontractors by clicking **Add**, entering information, clicking **Submit**.
- After entry and review is complete, click **Next** to continue or
- Select **Save & Close** to continue entering data at another time.

Prime/Subcontractors

Provide information on all subcontracts that are of the cost-reimbursement, time-and-materials, or labor-hour type. Also provide information on all fixed-price subcontracts that exceed \$250,000 or 5 percent of total estimated cost of your proposal.

Add

Name ↑	Prime/Sub	Start Date	End Date	Contractor Contributed Resources	Amount Requested from DRIVE
Training	Prime	9/22/2023	9/29/2023	\$100.00	\$100.00

Contractor Contribution Resources Total: \$100.00
Amount Requested from DRIVE Total: \$100.00

Prime/Subcontractor

Prime/Sub
Subcontractor

Organization *

Add Organization

Start Date (MM/DD/YYYY)
M/D/YYYY

End Date (MM/DD/YYYY)
M/D/YYYY

Scope of Work *

Amount Requested from DRIVE *
US\$

Contractor Contributed Resource *
US\$

Submit

Save & Close **Next**



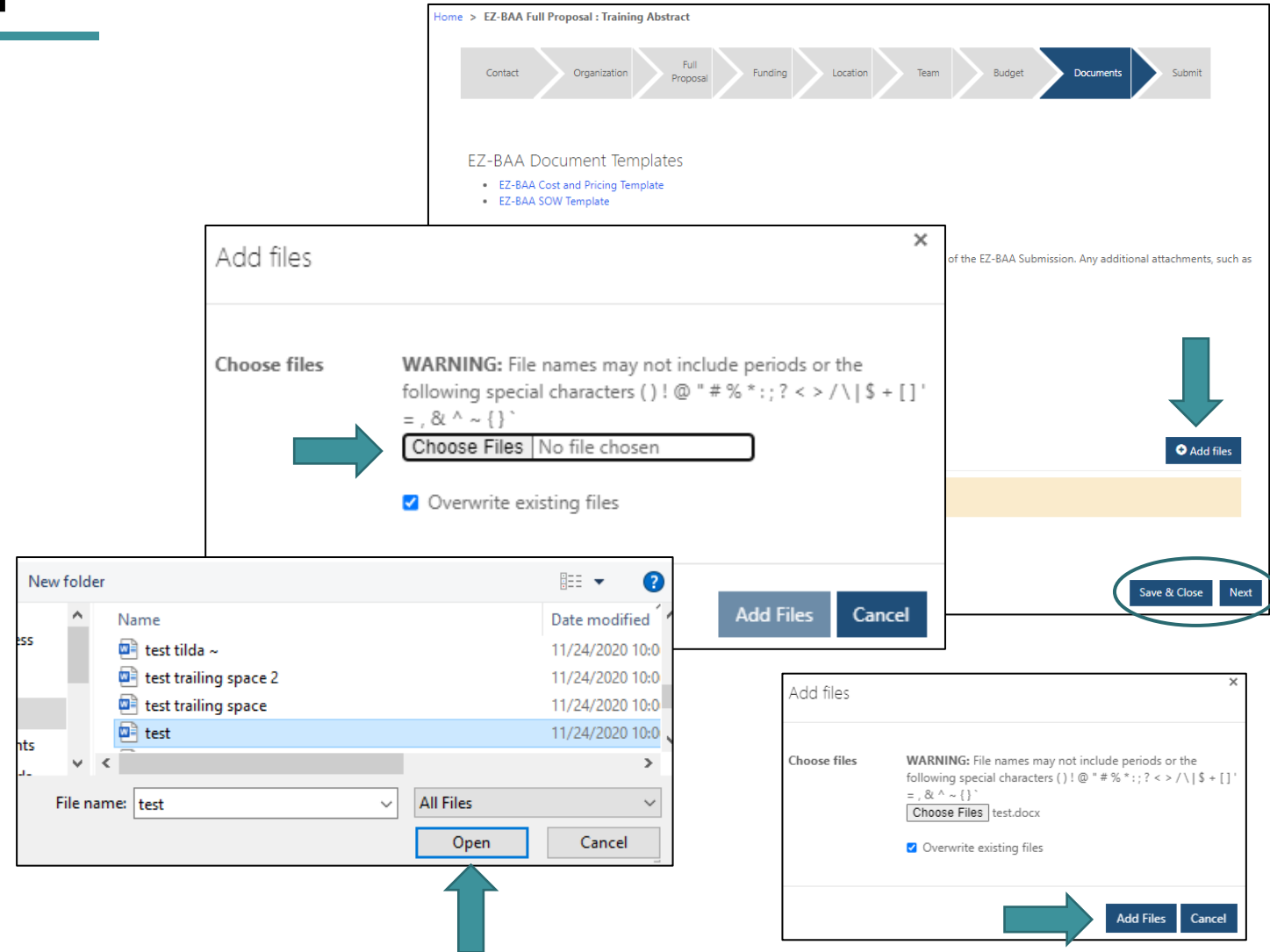
Budget totals within the Team tab must match budget totals entered within Full Proposal and Budget tabs.

EZ-BAA Full Proposal - Budget Tab

- Within the **Budget** tab add funding details for budget categories.
 - Click **Add** to add a new category.
 - Click **dropdown** to specify category, enter **funding amounts**. Click **Submit**.
 - Budget totals within the **Budget** tab need to match budget totals entered within the **Full Proposal** and **Team** tabs.
- After entry and review is complete, click **Next** to continue or
- Select **Save & Close** to continue entering data at another time.

EZ-BAA Full Proposal – Documents Tab

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



Full Proposal – Submit Tab

- Within the **Submit** tab all data and documents entered for the submission are shown.
- Review the submission data ensuring, at a minimum, the required data fields are accurate and complete.
- After the review is complete, confirm submission data by clicking the **checkbox** at the bottom of the page.
- Click **Submit**.

The screenshot displays the 'EZ-BAA Full Proposal: Training Abstract' interface. At the top, a navigation bar shows a sequence of steps: Contact, Organization, Full Proposal, Funding, Location, Team, Budget, Documents, and Submit. The 'Submit' step is highlighted in blue. Below this, the 'About You/Basic Info' section contains fields for First Name, Middle Name or Initial, Last Name, Email Address, Primary Phone, Organization, and Organization Web. The 'Contact' section includes Primary Position/Title, Contact Type, and a question about how the user learned about the DRIVE program. A teal arrow points from the 'Contact' section to the 'Review & Submit' section. The 'Review & Submit' section features a checkbox for confirming the submission, a list of required documents (Statement of Work (SOW), Cost Proposal, and Answer to BARDA Questions), and a 'Submitted By' field. A teal arrow points from the 'Submitted By' field to the 'Submit' button at the bottom right.

Home > EZ-BAA Full Proposal : Training Abstract

Contact Organization Full Proposal Funding Location Team Budget Documents Submit

About You/Basic Info

First Name
Middle Name or Initial
Last Name
Email Address
Primary Phone
Organization
Organization Web

Contact

Primary Position/Title
Contact Type
How did you learn about the DRIVE program? (Che

Documents *

Add files

Name ↑ Modified

test.docx (18 KB) about 18 hours ago

Review & Submit

☐ By clicking submit, you are confirming that all documentation provided are final. Following submission, the full proposal will be reviewed by a DRIVE Team Member and you will be notified of the review progression.

Required documents:

- Statement of Work (SOW)
- Cost Proposal
- Answer to BARDA Questions (if necessary)

Submitted By

Submit

Full Proposal – Submission Complete

- The **EZ-BAA Submission Dashboard** now shows the Full Proposal status as Submitted.
- Applicant will also receive a system generated email confirming the submission has been received by BARDA.
- The Full Proposal submission process is now complete.
- Submission status will be updated as the Full Proposal progresses through the BARDA review process.


Full Proposals

Filter by Submission Status

- ☐ Started
- ☐ Submitted
- ☐ In Review
- ☐ Complete
- ☐ Rejected
- ☐ Withdrawn

[All My Full Proposals](#)

Title	Submission ID	Organization	Primary Contact	Submission Status	Submitted Date	Submitted By	Created On
Training Abstract	BDR-EZBAA-1.3.5-2023-1147-F	Training		Submitted	9/27/2023		9/26/2023 1:35 PM

**BDR**

BARDA Digital Resources
Administrative Inbox

This is an automated notification from the BARDA Digital Resources (BDR) Stakeholder Portal and replies to this inbox are not monitored.

[View Inbox](#)

Thank you for submitting a full proposal to BARDA's Easy Broad Agency Announcement TEST-EZBAA-20-100-SOL-0002 solicitation. We truly appreciate the time and energy that your organization has spent to advance innovation and make a difference. Next, our team will review your submission and you will be notified when a decision has been made.

- **Submission ID:** [BDR-EZBAA-1.3.5-2023-1138-F](#)

For any questions about your submission, please reach out to: DRIVeAcquisitions@hhs.gov. Please reference the above Submission ID.

Thank you,
BARDA Digital Resources Team
For assistance with the BDR Stakeholder Portal, please contact BDR_Admin_Inbox@hhs.gov

Questions?

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

