

# BARDA Digital Resources EZ-BAA Submission Process

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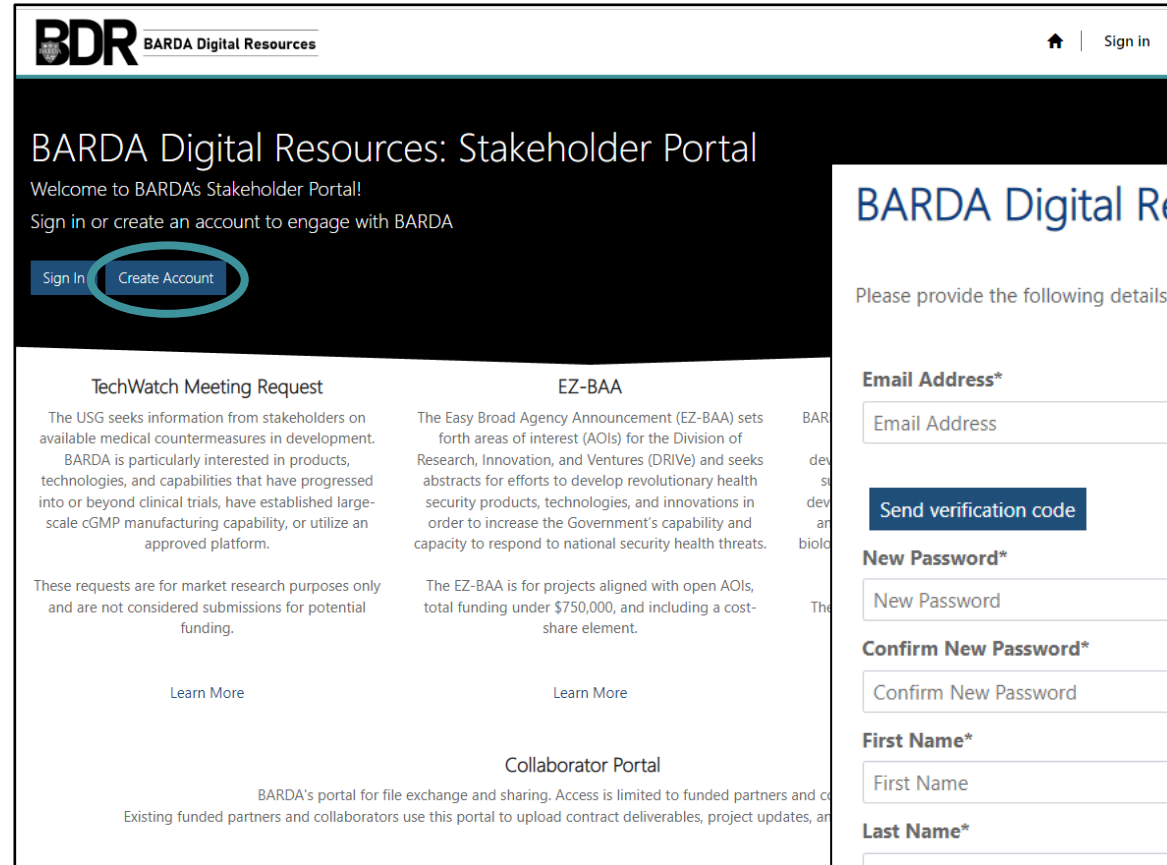
*March 2025*

# Creating BDR Portal Account

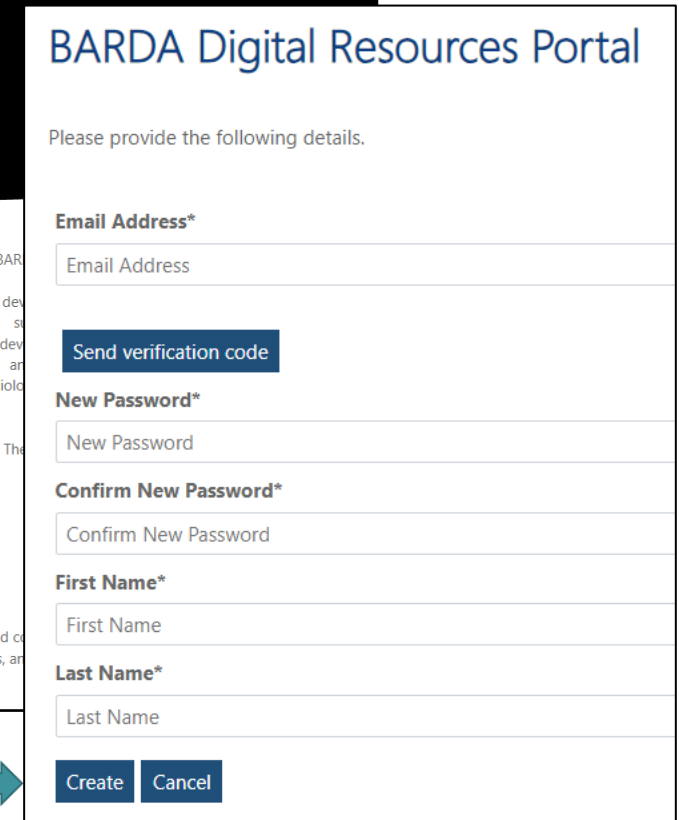
*Module 1 Creating a BDR Portal Account*

# 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.



The screenshot shows the BDR Stakeholder Portal homepage. At the top, there is a navigation bar with the BDR logo and the text 'BARDA Digital Resources'. Below this, the main heading is 'BARDA Digital Resources: Stakeholder Portal'. A welcome message reads 'Welcome to BARDA's Stakeholder Portal!' followed by 'Sign in or create an account to engage with BARDA'. There are two buttons: 'Sign In' and 'Create Account', with the latter circled in red. Below the buttons, there are two columns of information: 'TechWatch Meeting Request' and 'EZ-BAA'. Each column contains a brief description and a 'Learn More' link. At the bottom, there is a section for 'Collaborator Portal' with a brief description.



The screenshot shows the registration form for the BDR Portal. The heading is 'BARDA Digital Resources Portal'. Below the heading, it says 'Please provide the following details.' The form has several input fields: 'Email Address\*', 'New Password\*', 'Confirm New Password\*', 'First Name\*', and 'Last Name\*'. There is a 'Send verification code' button below the email field. At the bottom, there are 'Create' and 'Cancel' buttons. A blue arrow points from the 'Create Account' button in the previous screenshot to the 'Create' button in this form.



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**

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**

# Logging into BDR Portal

- Click **Accept** to accept the Privacy and Security Notification.
- From the BDR Portal Landing Page click **EZ-BAA Home** to access the EZ-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 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 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](mailto:BDR_Admin_Inbox@hhs.gov) for questions or concerns.



Accept

Cancel

## 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. Respondents who have received an award under the EZ-BAA also have an opportunity to apply to the Plus (+) Phase of the EZ-BAA which allows for an additional award valued up to \$20 million.



EZ-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](mailto:BDR_Admin_Inbox@hhs.gov).



# Editing Your 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 and the text "BARDA Digital Resources". To the right of the logo is a home icon (🏠) and several menu items: "TechWatch", "EZ-BAA", "BAA", "Collaborator", and "Name". A blue arrow points to the "Name" link. Below the navigation bar, there is a profile card on the left with a placeholder for a profile picture and the text "Test User". To the right of the profile card are several form fields for updating the profile: "First Name \*" (with "Test" entered), "Middle Name", "Last Name \*" (with "User" entered), "Email \*" (with "Test.User@test.com" entered), "Primary Phone" (with "555-555-5555" entered), "Mobile Phone" (with "555-111-1111" entered), "US Citizen" (with "Yes" selected in a dropdown), "Contact Type" (with an empty dropdown), and "Job Title" (with "Technical Writer" entered). Below these fields is a question "How did you learn about BARDA?" with an "Add" button. At the bottom, there is a table with columns "Referral Source Type ↑" and "Referral Source Note", containing one entry: "ASPR.hhs.gov" with a dropdown arrow. At the bottom left, there is an "Update" button with a blue arrow pointing to it. A blue arrow also points to the "Profile" link in the top right corner of the page.

# 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**.

The image shows a sequence of four screenshots from the BDR Portal login process, connected by arrows indicating the flow:

- Screenshot 1:** The main BDR Portal page. The "Sign In" button is circled in red. The page title is "BARDA Digital Resources: Stakeholder Portal".
- Screenshot 2:** The login form. The "Send verification code" button is highlighted with a red arrow. The form includes fields for "Email Address" (Test.User@test.com) and "Password".
- Screenshot 3:** The verification code entry screen. The "Verify code" button is highlighted with a red arrow. The form includes a "Verification code" field with asterisks and a "Send new code" button.
- Screenshot 4:** The final confirmation screen. The "Continue" button is highlighted with a red arrow. The message says "E-mail address verified. You can now continue." and the "Email Address" field contains "Test.User@test.com".



# 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](mailto:BDR_Admin_Inbox@hhs.gov) with any questions or concerns.*

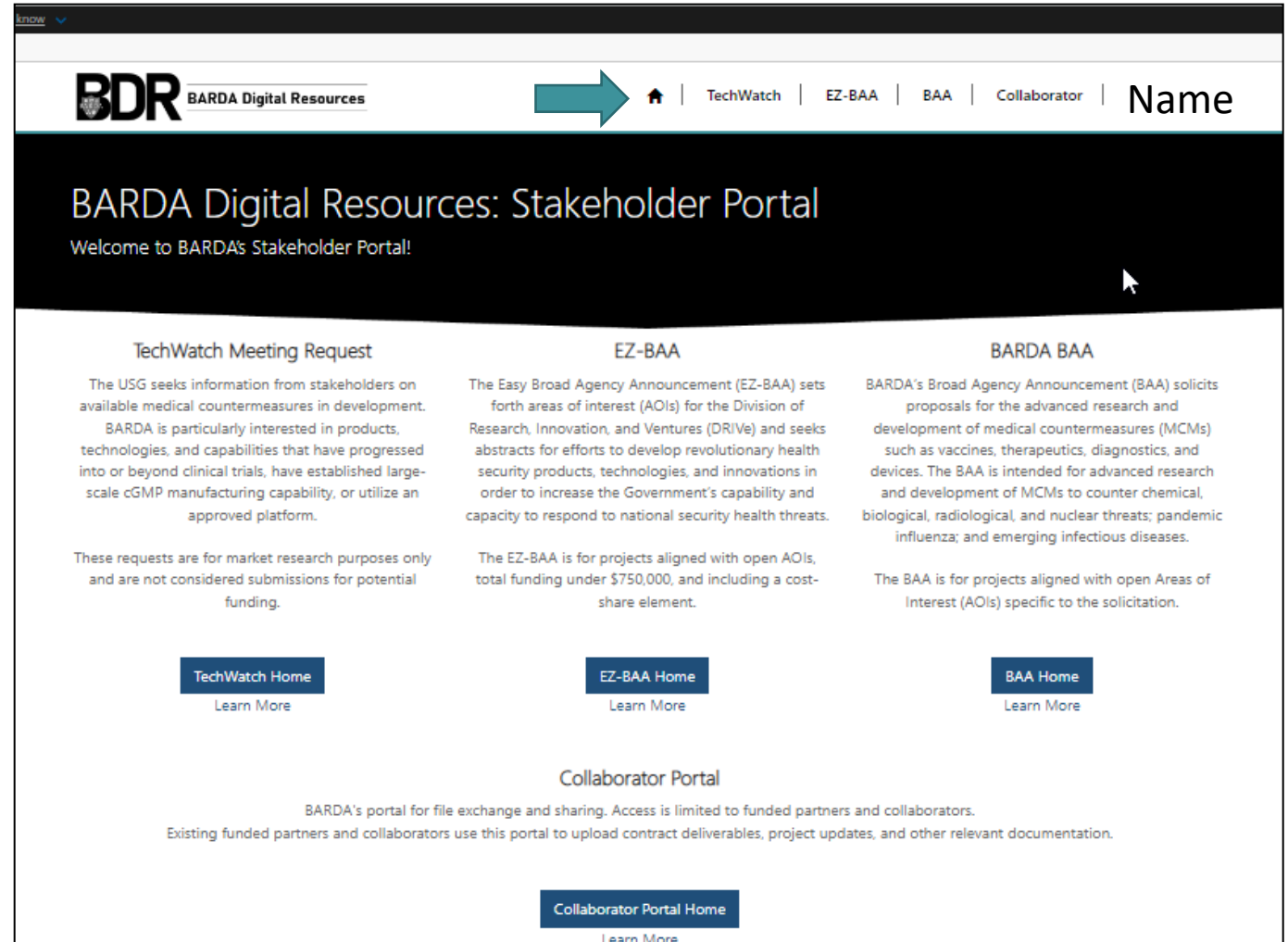


Accept

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.



The screenshot displays the BDR Portal Landing Page. At the top, the BDR logo and 'BARDA Digital Resources' are visible. A navigation toolbar includes a home icon (🏠), 'TechWatch', 'EZ-BAA', 'BAA', 'Collaborator', and 'Name'. The main heading is 'BARDA Digital Resources: Stakeholder Portal' with a sub-heading 'Welcome to BARDA's Stakeholder Portal!'. The page is divided into three columns: 'TechWatch Meeting Request', 'EZ-BAA', and 'BARDA BAA'. Each column contains a brief description and a 'Learn More' button. Below these columns is the 'Collaborator Portal' section, which includes a description and a 'Learn More' button.

# Navigating to the EZ-BAA Home

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

The screenshot shows the BDR BARDA Digital Resources Stakeholder Portal. The header includes the BDR logo and navigation links for TechWatch, EZ-BAA, BAA, Collaborator, and Trisha Ondo. The main heading is "BARDA Digital Resources: Stakeholder Portal" with a welcome message. Below this, there are three columns of information:

- TechWatch Meeting Request:** Describes the USG's interest in medical countermeasures and provides a "TechWatch Home" button with a "Learn More" link.
- EZ-BAA:** Describes the Easy Broad Agency Announcement and provides an "EZ-BAA Home" button with a "Learn More" link. A large teal arrow points from the TechWatch section to this one.
- BARDA BAA:** Describes the Broad Agency Announcement and provides a "BAA Home" button with a "Learn More" link.

At the bottom, there is a section for the **Collaborator Portal** with a "Collaborator Portal Home" button and "Learn More" link.

# 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 interface. On the left, there are two filter panels for 'Abstracts' and 'Full Proposals', both titled 'Filter by Submission Status'. The 'Abstracts' filter includes options: Started, Submitted, In Review, Invited to Submit Full Proposal, Rejected, and Complete. The 'Full Proposals' filter includes options: Started, Submitted, In Review, Complete, Rejected, and Withdrawn. Both filters have an 'Apply' button. A teal arrow points to the 'Abstracts' filter. The main content area features two tables. The top table, 'All My Abstracts', has a 'New Submission' button and a table with columns: Title, Submission ID, Organization, Primary Contact, Submission Status, Submitted Date, Submitted By, and Created On. It lists two entries: 'UNTITLED' (Started, 10/18/2021 11:16 AM) and 'Test Abstract for Training Materials' (Complete, 10/15/2021 11:46 AM). The bottom table, 'All My Full Proposals', has a table with columns: Title, Submission ID, Organization, Primary Contact, Submission Status, Submitted Date, Submitted By, and Created On. It lists one entry: 'Test Abstract for Training Materials' (Started, 10/17/2021 7:01 PM).

# Submitting an Abstract in BDR

*Module 3 Submitting an Abstract in BDR*



# Starting an EZ-BAA Abstract Submission

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

**BDR** BARDA Digital Resources

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
Abstract Training	BDR-EZBAA-1.3.5-2023-1138	Training		In Review	9/19/2023		9/15/2023 1:07 PM

New 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 Help

If you are not associated to any organizations yet, you can click the Add an Organization button to add your Organization Not sure how to find or create your organization? Here are instructions on all the details you need to get started

Add Organization 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, 'Organization Type' and 'Legal Structure', are open, showing a list of options including Association, First Responders, Healthcare Providers, Industry, Information Technology (IT), Bioinformatics, Biotechnology, Biopharmaceutical, Pharmaceutical, Local Government, State Government, Federal Government, U.S. Defense Agency, Media/Public Relations, Non-Profit, Legal, Other, Academia, and International Governments. A 'Submit' button is at the bottom left. A success message box is overlaid on the bottom right, containing a green checkmark icon, the text 'Organization has been created successfully.', and a 'close' button with a blue arrow pointing to it.

# 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 BARDA 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.

The screenshot shows the 'EZ-BAA Abstract' form with the 'Organization' tab selected. The form is divided into several sections:

- Organization Address:** Fields for Organization Street 1 (202 Street), Organization Street 2, Organization City (Wash), Organization State/Province (DC), Organization ZIP/Postal Code (20202), and Organization Country/Region (USA).
- Organization Information:** Fields for Organization Type, Minority Owned Business, Veteran Owned Business, Woman Owned Business, Other Socio-Economic Status, Number of Employees, and Annual Revenue.
- Registration Information:** A section asking 'Is the organization registered in SAM?' with radio buttons for 'No' (selected) and 'Yes'. Below it is a dropdown for 'Reason for not being registered in SAM.gov?' and a text field for 'SAM UEI (Unique Entity Identifier)'. Other fields include 'DUNS Number' (123456789), 'CAGE Code' (12345), and 'NAICS Code' (with a search icon).
- Legal Structure:** A dropdown menu.
- Previous Applications:** A dropdown menu asking 'Have you previously applied to BARDA for the same or a substantially similar project?'.

At the bottom right, there are two buttons: 'Save & Close' and 'Next', both of which are circled in red.



# 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-0003

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

BAA-22-100-SOL-0003 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.
- 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.

Home > EZ-BAA Abstract :

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


### Upload Documents

Attachments, such as relevant publication and graphs, are for supplementary information only and may not be reviewed.

Only file types listed below are allowed:

- PDF
- XLS (and XLSX)
- DOC (and DOCX)
- XLT (and XLTX)
- DOT (and DOTX)
- Image Files (PNG, JPEG, GIF, BMP)
- PPT (and PPTX)

Files have a maximum upload limit of 100MB.



Add files

Choose files

**WARNING:** File names may not include periods or the following special characters (! @ " # % \* ; : ? < > / \ | \$ + [ ] ' = , & ^ ~ { } `)

Please ensure files do not include any of the following invalid characters (.)

Destination /Technical Proposal/

test 11/24/2020 10:00

name: test All Files

# 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 \*  
[Redacted]

Email Address \*  
[Redacted]

Organization \*  
Training

Contact  
Primary Position/Title  
Yes

Contact Type

Documents

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 \*  
[Redacted]

**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

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-	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](mailto: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](mailto: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, there is a 'Filter by Submission Status' section with radio buttons for: Started, Submitted, In Review, Invited to Submit Proposal, Rejected, and Complete. A green arrow points from the 'Invited to Submit Proposal' option to a table of abstracts. The table has columns: Title, Submission ID, Organization, Primary Contact, Submission Status, Submitted Date, Submitted By, and Created On. One row is highlighted with a green circle around the 'Invited to Submit Full Proposal' status. Below the table, a breadcrumb trail reads 'Home > EZ-BAA Abstract: Training Abstract'. A navigation bar shows steps: Contact, Organization, Funding, Abstract, and Documents. A green arrow points to a 'Convert to Full Proposal' button. Below this, a 'Notification' box displays the message 'Full proposal was successfully created.' with a 'Close' button. At the bottom left, a loading spinner indicates 'Creating a full proposal. Please wait...'.

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

# EZ-BAA Full Proposal – Contact Tab

- The **Contact** tab automatically opens, 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

Is the organization registered in SAM? \*  
 No  Yes

Organization Type \*  
[ ]

Minority Owned Business \*  
[ ]

Woman Owned Business \*  
[ ]

Number of Employees \*  
[ ]

Annual Revenue \*  
[ ]

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-SO initial award under this EZ-BAA.
- 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 Gorzalzyck  
[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**

**Save & Close** **Next**

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**

# 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 **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-material, 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.



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

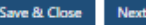
End Date (MM/DD/YYYY)  
M/D/YYYY

Scope of Work \*

Amount Requested from DRIVE \*  
US\$

Contractor Contributed Resource \*  
US\$







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.

Home > EZ-BAA Full Proposal : Training Abstract

Contact Organization Full Proposal Funding Location Team Budget Documents Submit

Budget Categories

Add

Budget Category Type ↓ Contractor Contribution Resources Amount Requested from DRIVE

There are no records to display.

Budget Category

Budget Category Type \*

Contractor Contribution Resources Amount Requested from DRIVE

US\$ US\$

Comment

Unburdened Direct Labor  
Fringe  
Overhead/F&A  
Travel  
Equipment  
Supplies  
Contracting / Sub-Contracting  
Consultant  
Other Direct Costs  
General & Administrative

Submit Save & Close Next



# 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.

The screenshot displays the 'EZ-BAA Full Proposal : Training Abstract' interface. A progress bar at the top shows steps: Contact, Organization, Full Proposal, Funding, Location, Team, Budget, Documents (highlighted), and Submit. Below the progress bar, there are sections for 'EZ-BAA Document Templates' (listing 'EZ-BAA Cost and Pricing Template' and 'EZ-BAA SOW Template') and 'Upload Documents\*'. A warning message states: 'The EZ-BAA Cost and Pricing Proposal and EZ-BAA Statement of Work (SOW) are required as a part of the EZ-BAA Submission. Any additional attachments, such as relevant publication and graphs, are for supplementary information only and may not be reviewed. Only file types listed below are allowed: PDF, XLS (and XLSX), DOC (and DOCX), XLT (and XLTX), DOT (and DOTX), Image Files (PNG, JPEG, GIF, BMP), PPT (and PPTX)'. An 'Add files' button is visible in the top right.

Below the main interface, three smaller screenshots illustrate the file upload process:

- Top-left:** Shows the 'Add files' section with a 'Choose files' button. A warning message reads: 'WARNING: File names following special chara = , & ^ ~ { } `'. A blue arrow points to the 'Choose Files' button.
- Bottom-left:** Shows a file selection dialog box with a table of files. The file 'test' is selected. The 'Open' button is highlighted with a blue arrow.
- Right:** Shows the 'Add files' section after a file is added. The 'Choose files' button now shows 'test.docx'. A blue arrow points to the 'Add Files' button.

At the bottom right, a 'Save & Close' button and a 'Next' button are circled in blue.

# 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**.

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 Web  
Organization  
Training

Contact

Primary Position/Title  
Yes  
Contact Type  
Government Employee - Technical  
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](mailto: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](mailto:BDR_Admin_Inbox@hhs.gov)

# Questions?

*For assistance using the BDR Portal, please reach out to  
[BDR\\_Admin\\_Inbox@hhs.gov](mailto:BDR_Admin_Inbox@hhs.gov)*