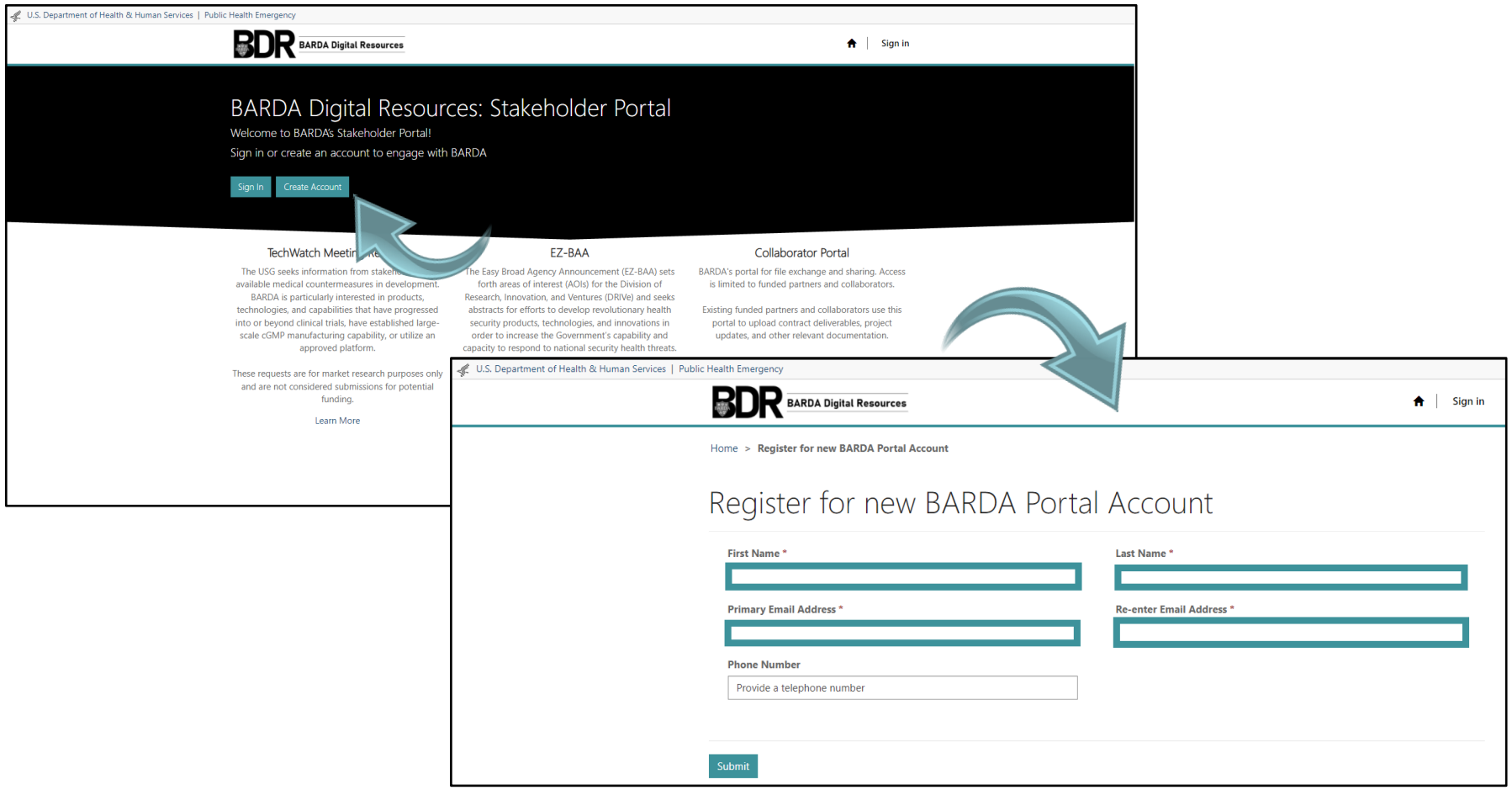
BARDA Digital Resources TechWatch Meeting Request Process

Version 1.0

Creating a BDR Portal Account

Creating a BDR Portal Account

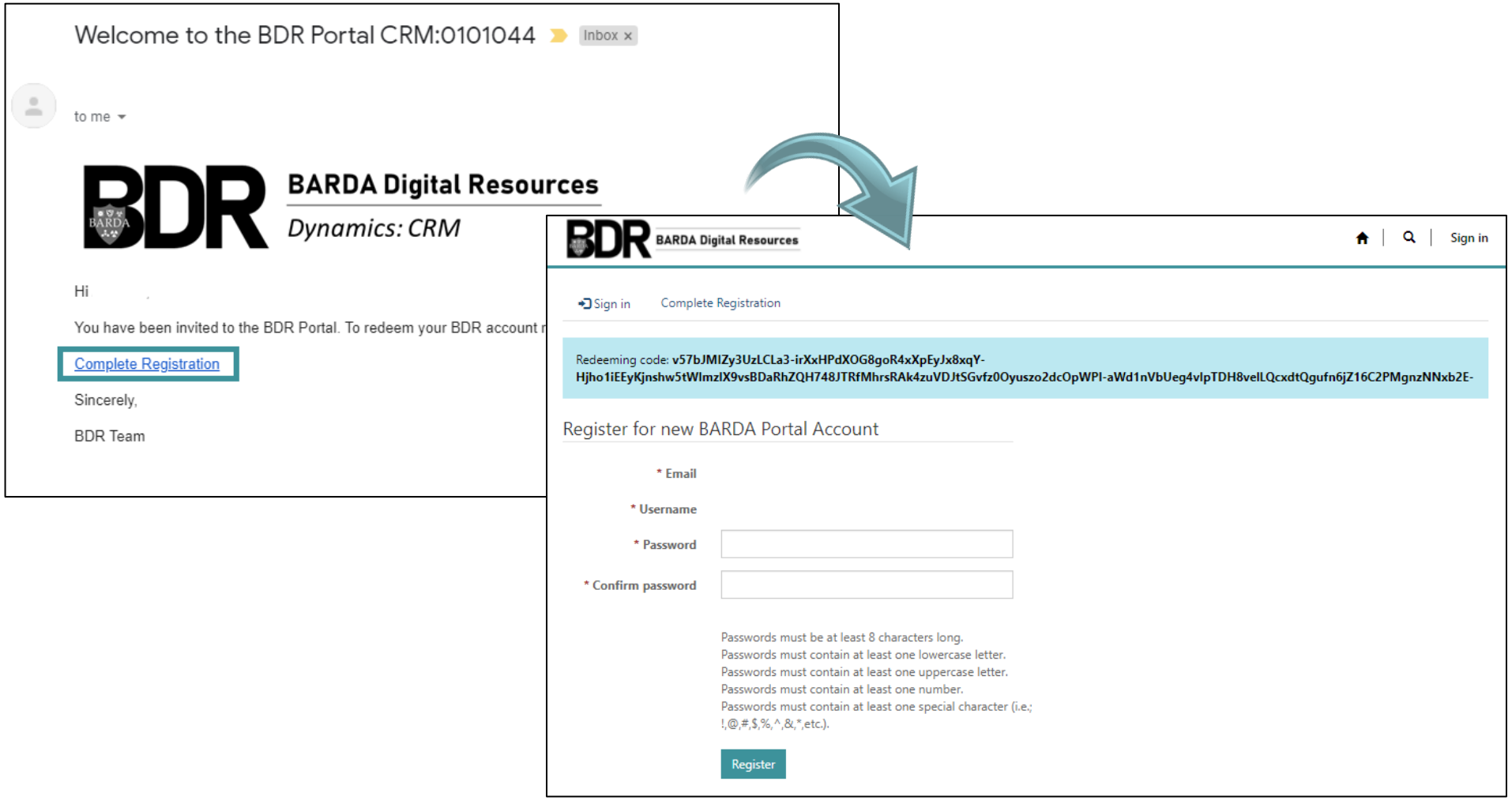
- Open browser* and navigate to the BDR Portal.
- Within the BDR Portal homepage, select "**Create Account**".
- Users will be redirected to the Registration page.
- Within the Registration page, enter the required contact fields.
- Click "**Submit**".



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

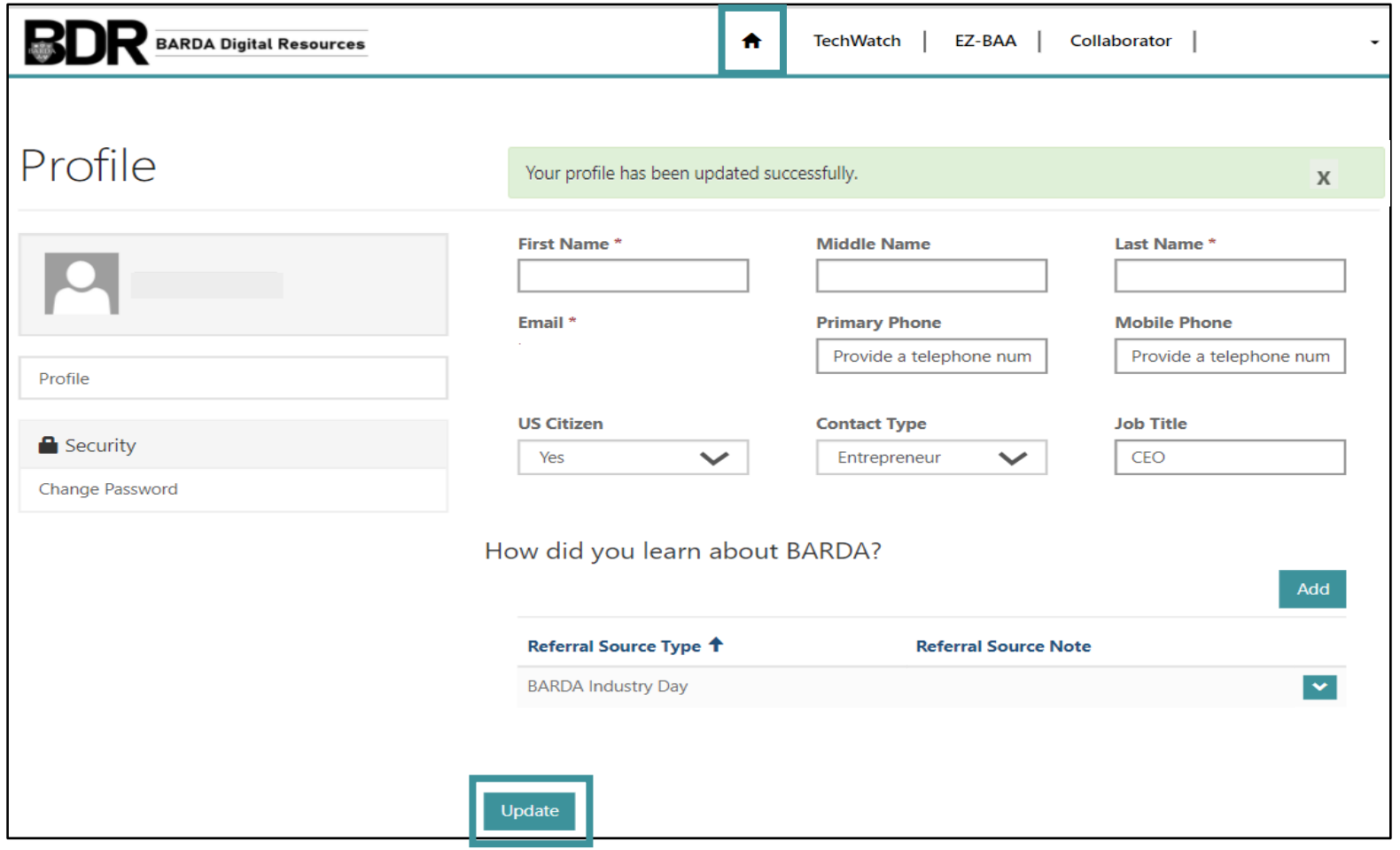
Confirming a BDR Portal Account

- Users will receive a system-generated email from the BDR portal with the subject "**Welcome to the BDR Portal**".
- Select the link "**Complete Registration**" to complete the creation of your account.
- Create and confirm your password using the required criteria
- Select "**Register**".



Creating a BDR Portal Profile

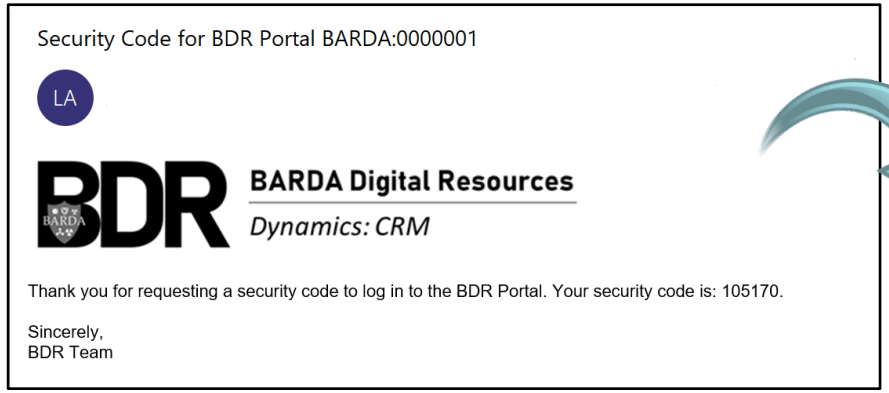
- After creating an account password, Users will be directed to their profile page.
- Users may update any of the presented fields at their discretion (not required).
- Select "**Update**".
- A green notification will confirm your changed have been successfully saved.
- Select the "**Home"** icon to return to the BDR Portal landing page.

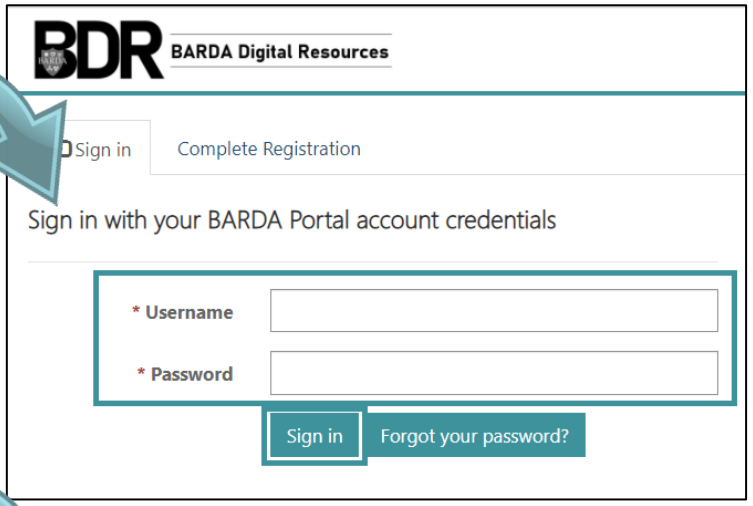


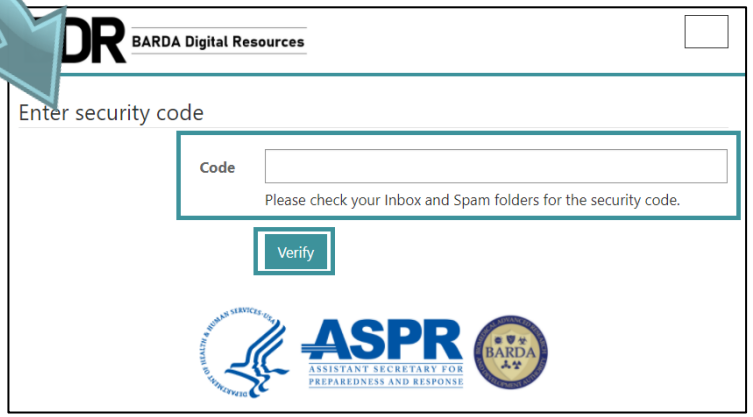
General BDR Portal Navigation

Logging into the BDR Portal

- After a User creates a BDR Portal account, they will be able to log-in by selecting "**Sign in**" at: https://bdr.hhs.gov/
- Users will first be required to enter their Username and Password, then select "**Sign in**".
- Once a User has successfully entered their Username and Password, a security code will be sent to their e-mail address.
- Users will need to enter their assigned security code within the BDR security code page and select "**verify**".

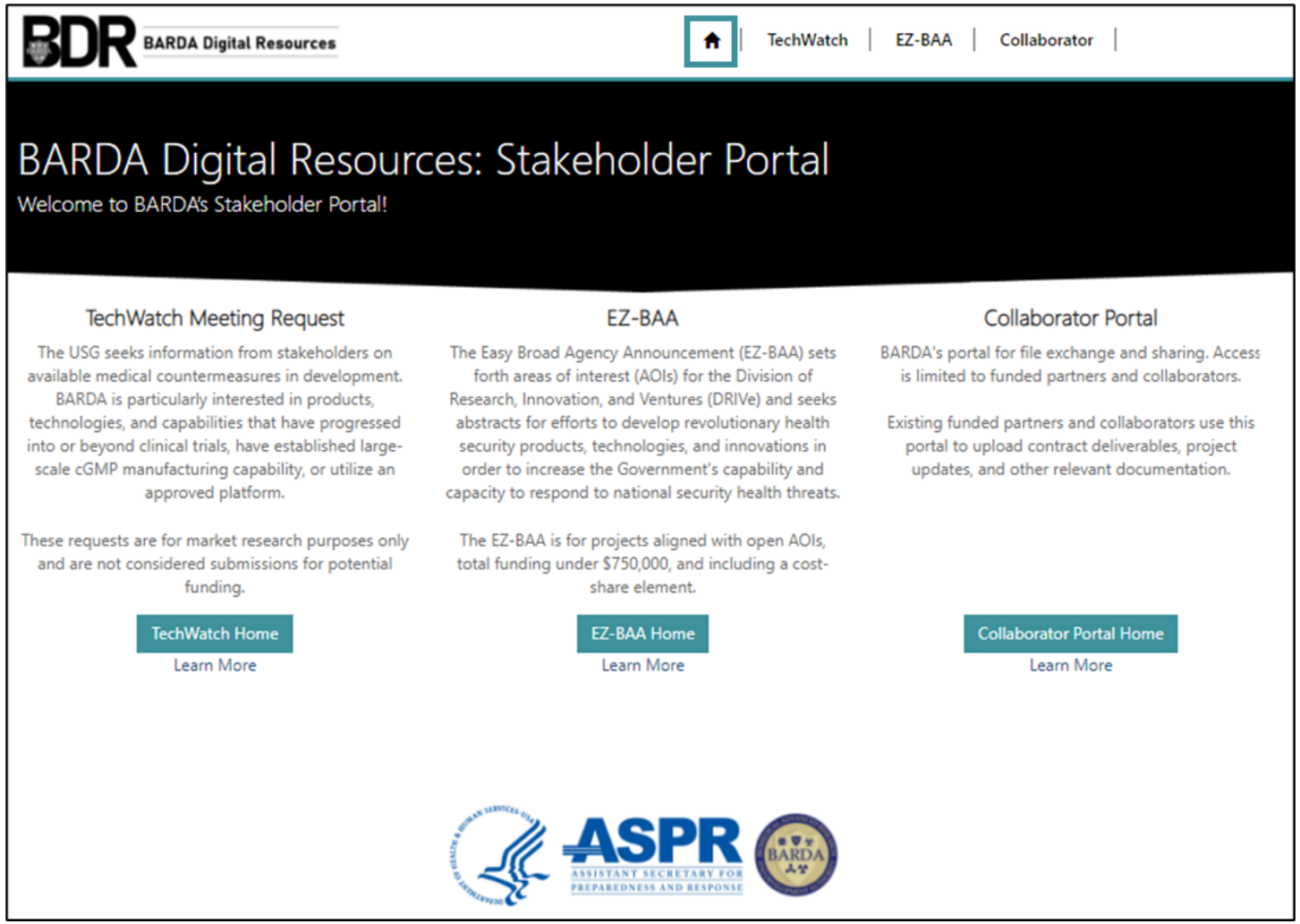






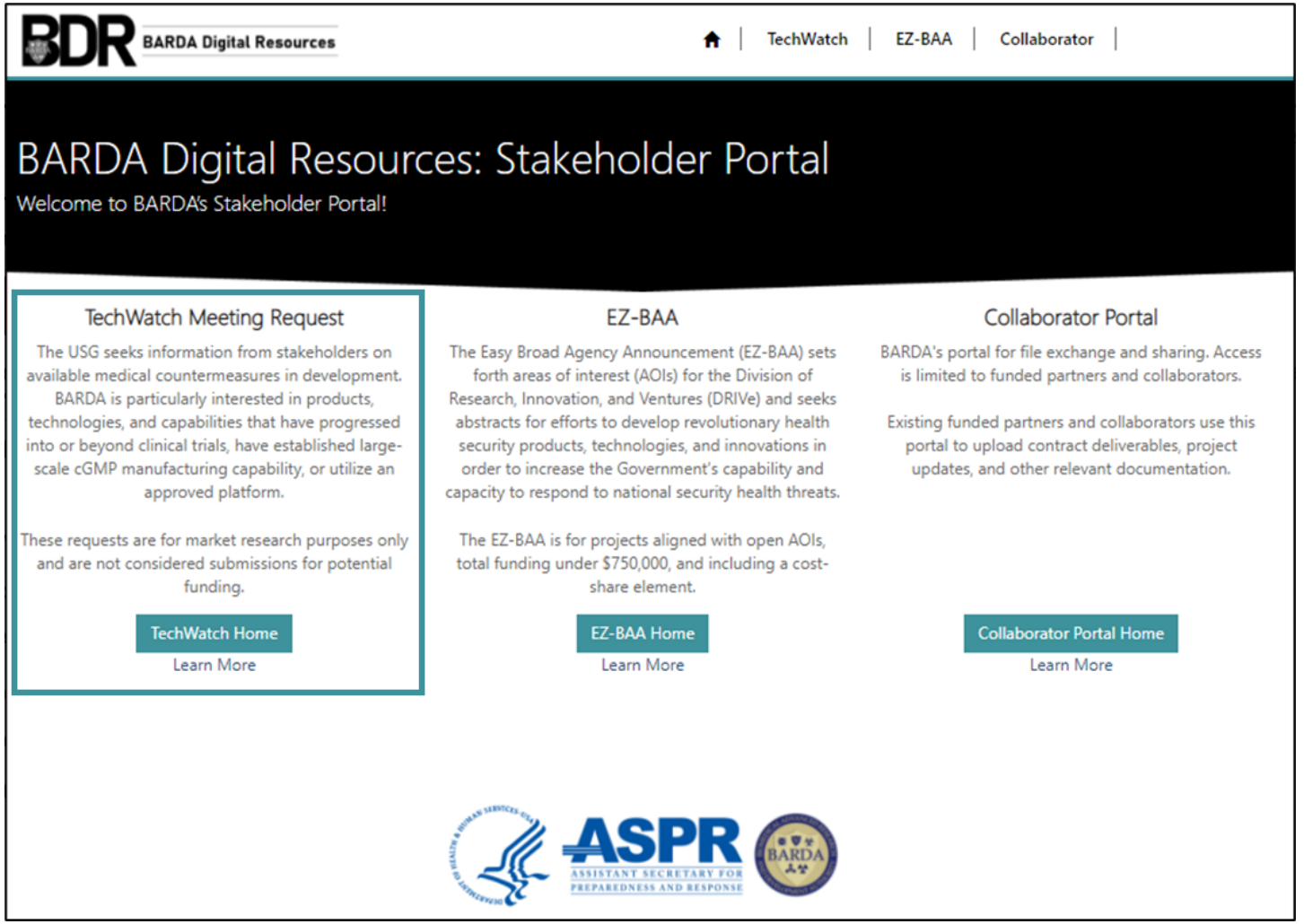
BDR Portal Landing Page

- After logging in, Users will be directed to the BDR Portal landing page.
- Within this landing page, Users will be able to access all the BDR project areas including:
  - TechWatch
  - EZ-BAA
  - Collaborator Portal
- Users can navigate back to the BDR Portal landing page by clicking the home icon on the top hand navigation toolbar.



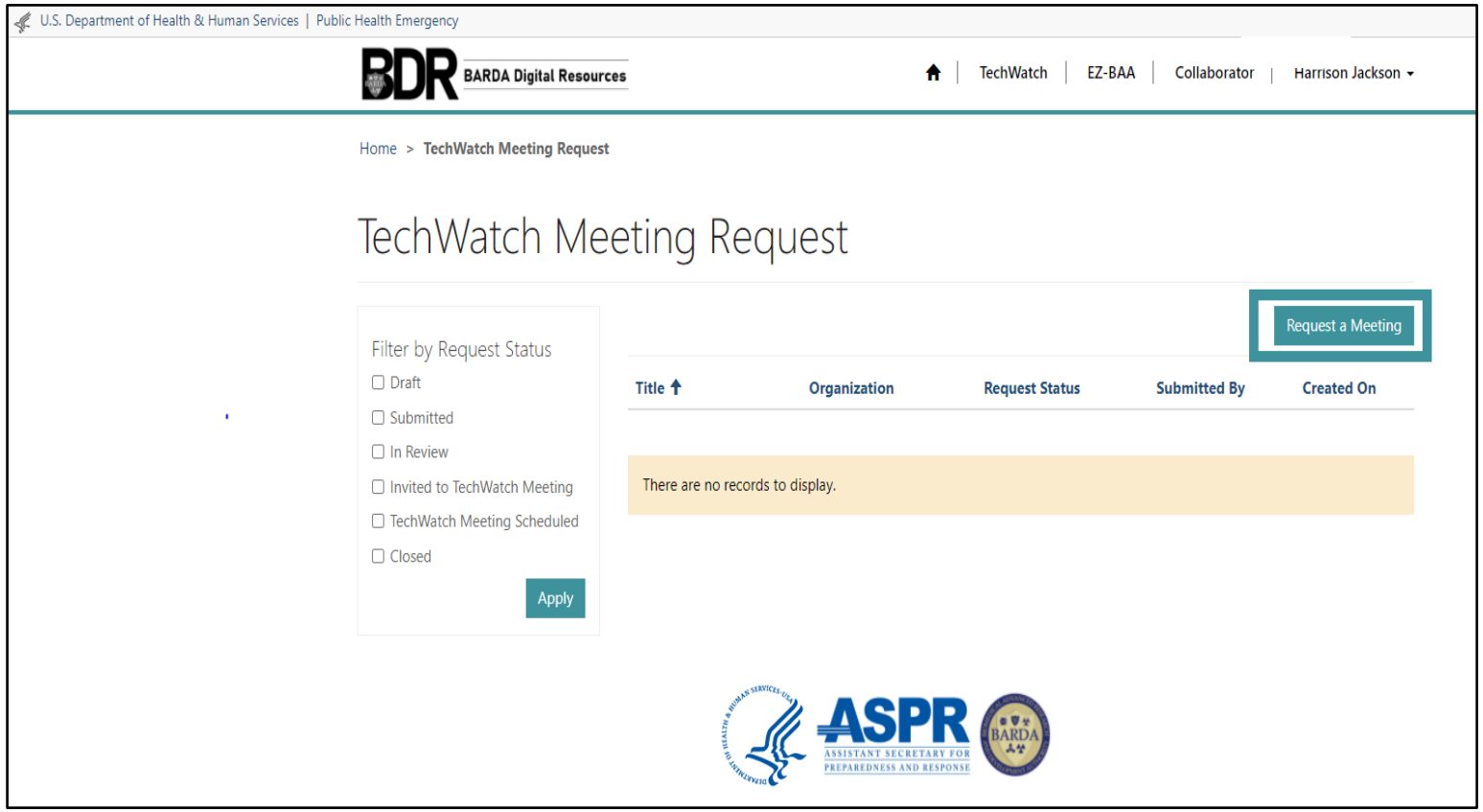
Navigating to the TechWatch Home

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



TechWatch Request Dashboard

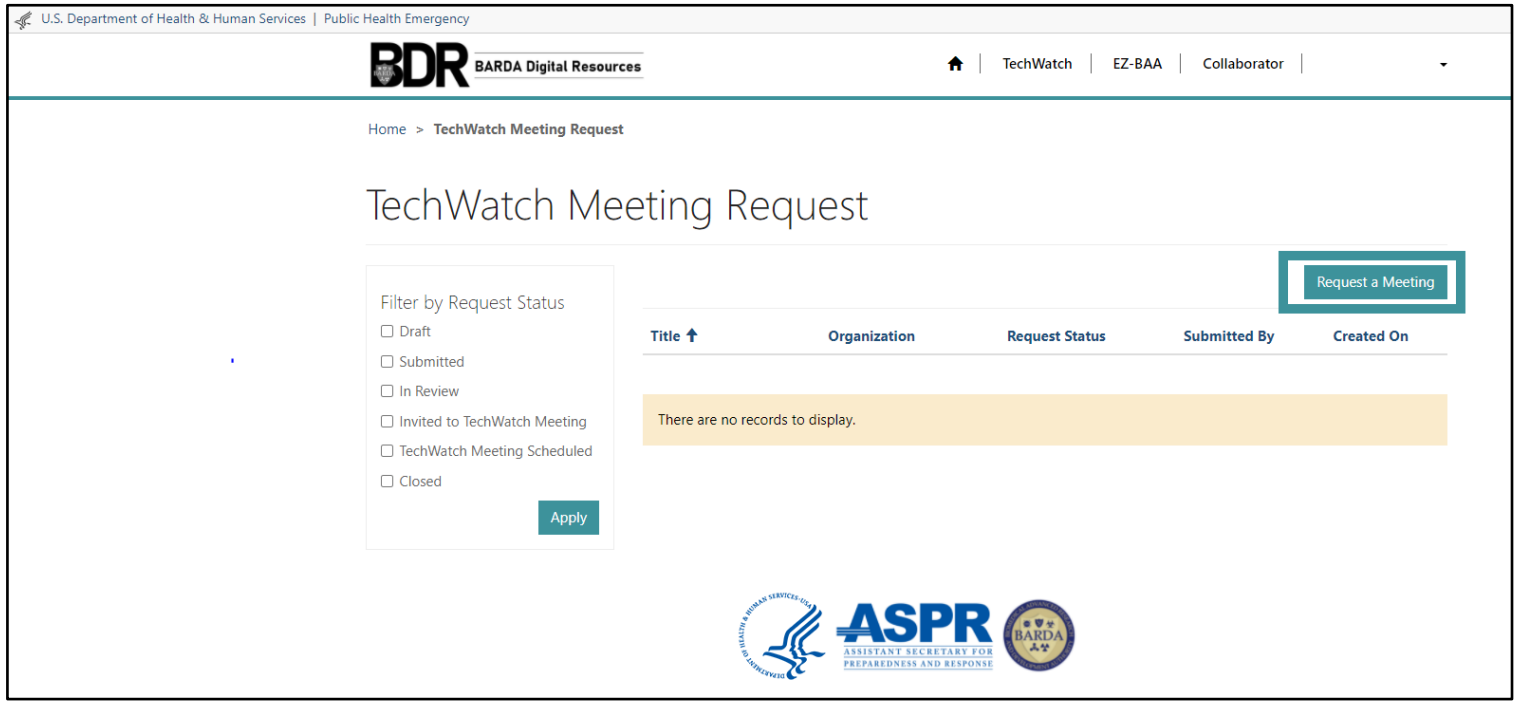
- Once a User has successfully navigated to the TechWatch Home, a User will be presented with their TechWatch Meeting Request Dashboard.
- A User may review any meeting requests previously submitted through the BDR Portal and continue any in-progress requests from this page.
- For faster navigation and easier querying, a User may filter their requests by status within the left-hand filter menu.



Submitting a TechWatch Meeting Request

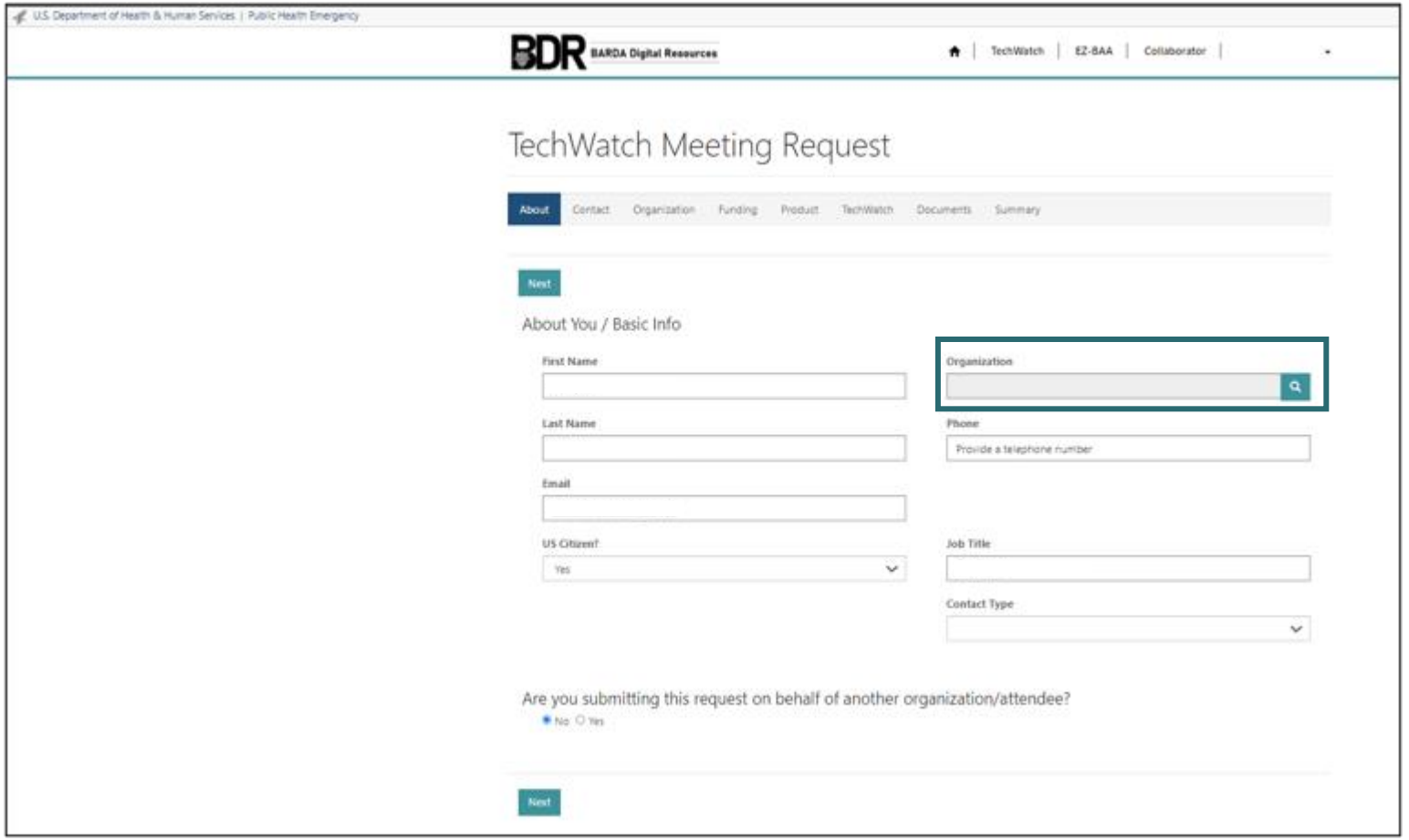
Submitting a TechWatch Meeting Request

- In order to initiate a new TechWatch Meeting Request, a User should select "**Request a Meeting**" within their TechWatch Meeting Request Dashboard.



TechWatch – About Tab

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

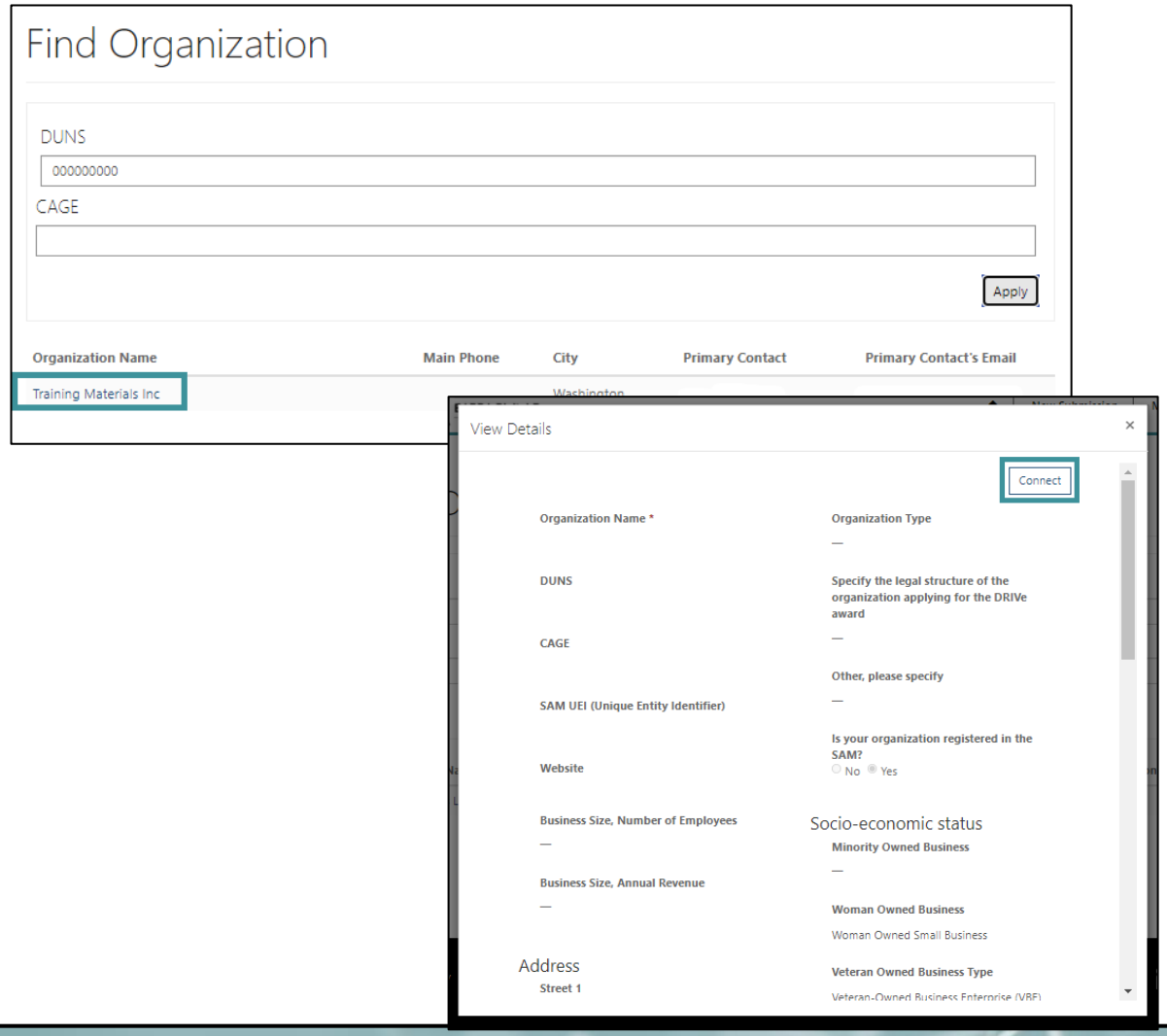


About: Finding an Existing Organization

- When a User selects "**Find an Organization,**" they will be given two options:
  1. Find an Organization that already exists within the BARDA database.
  2. Add a new Organization.

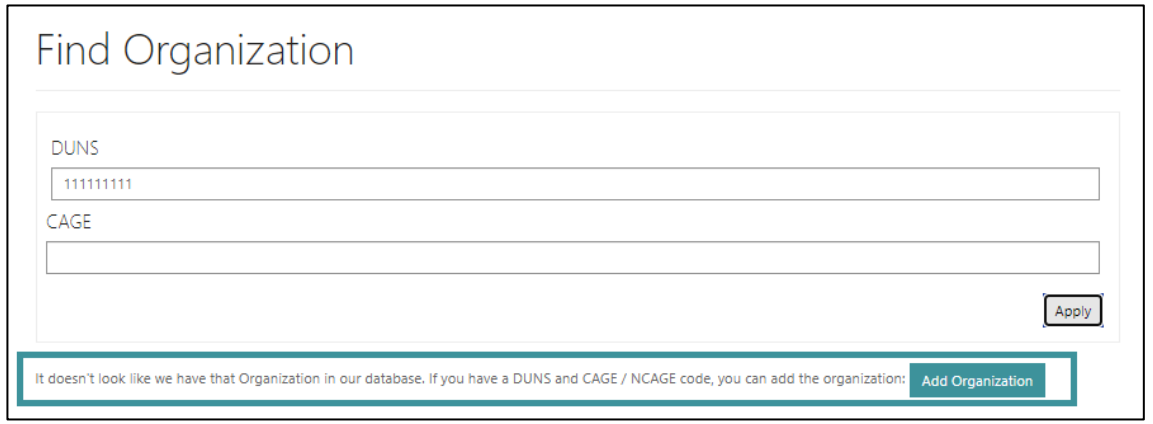
<u>Find an existing Organization:</u>

- Users will search using the DUNS and/or CAGE number for the Organization.
- If the Organization record already exists, the Organization name and information will populate in a table below the search menu.
- To associate, a User should select the Organization name, and select "**Connect**" within the subsequent popup menu.



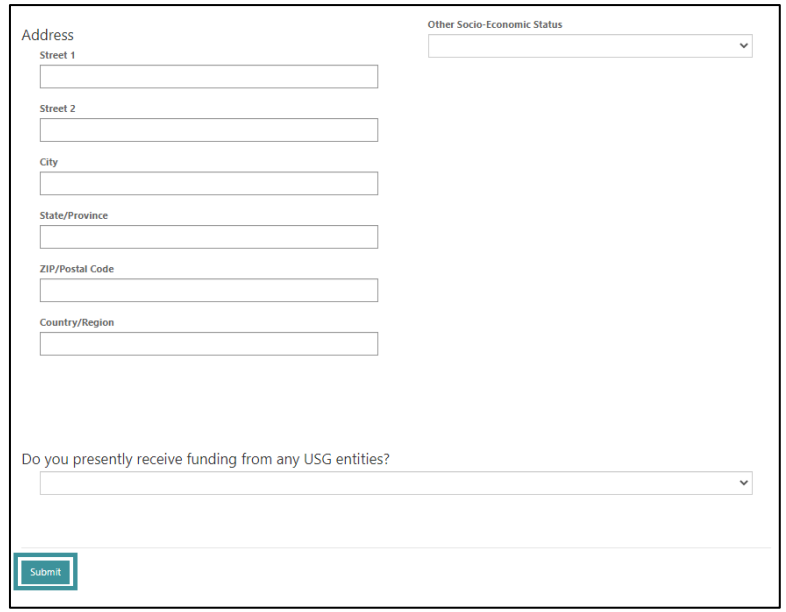
About: Adding a New Organization

- When a User selects "**Find an Organization,**" they will be given two options:
  1. Find an Organization that already exists within the BARDA database.
  2. Add a new Organization.



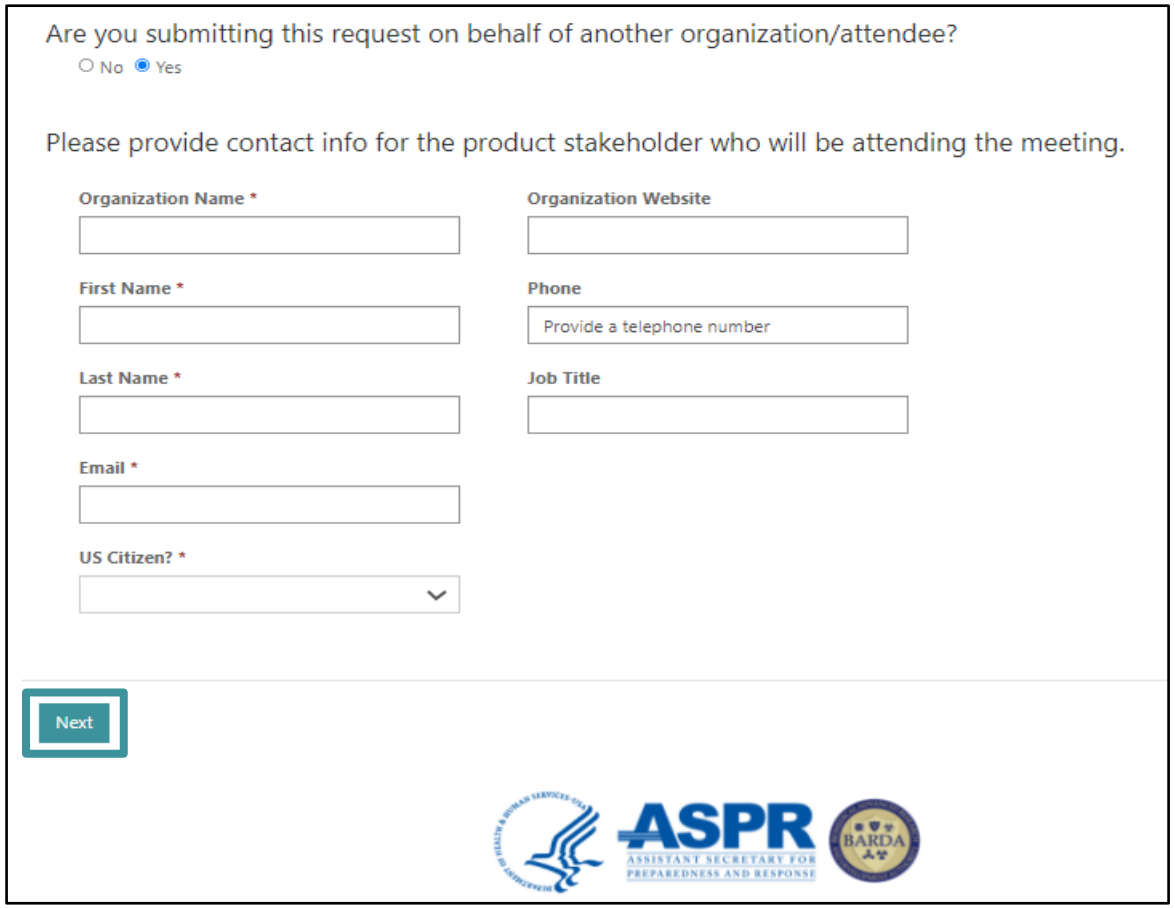
<u>Add a new organization:</u>

- Users will search using the DUNS and/or CAGE number for the Organization.
- If the Organization does not exist, a User will be given the option to "**Add Organization**" below the search menu.
- To add the Organization record, Users must populate the required Organization data within the presented popup window, then select "**Submit**" at the bottom of the window.



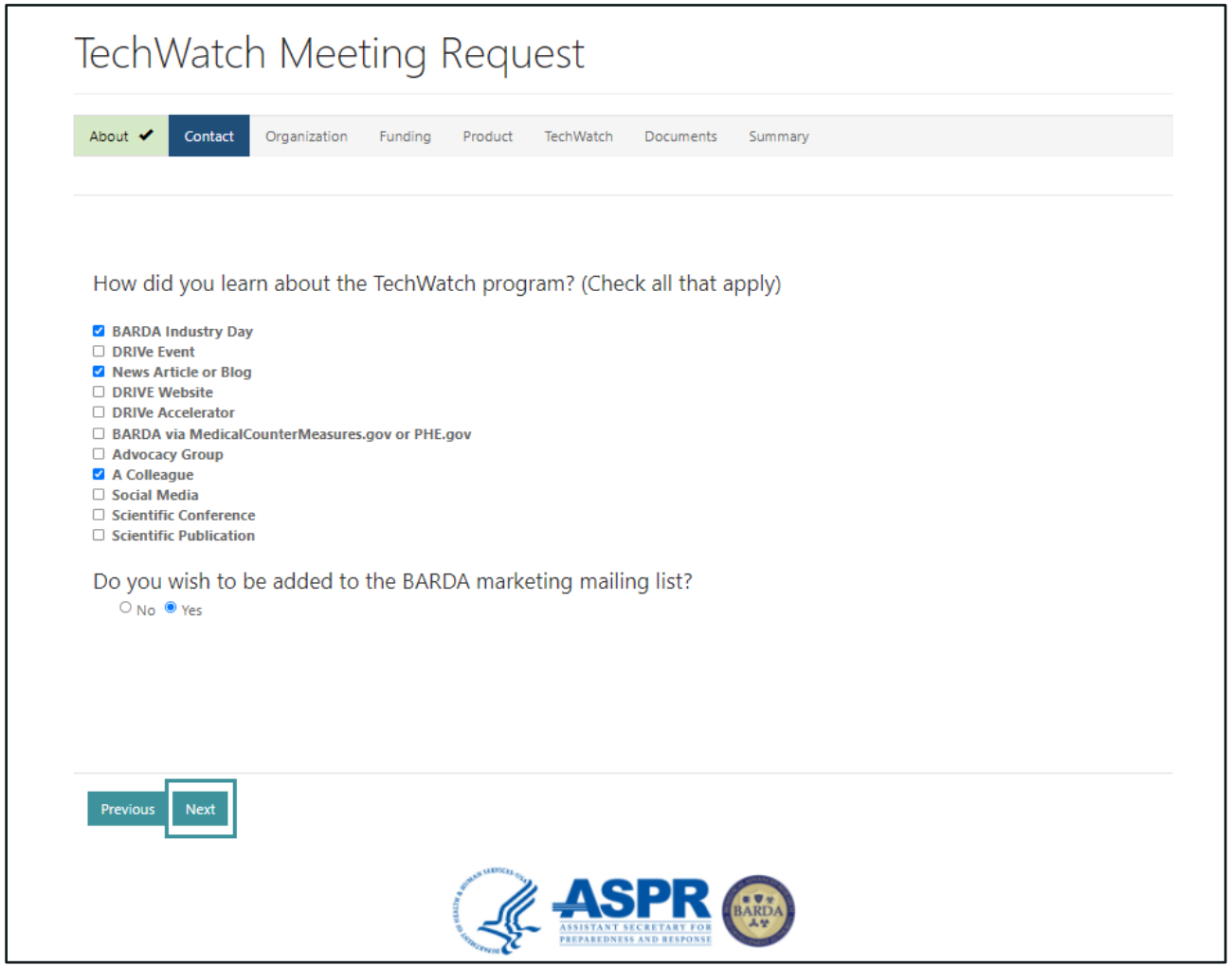
About: Submitting Request on Behalf of Another Organization/Attendee

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



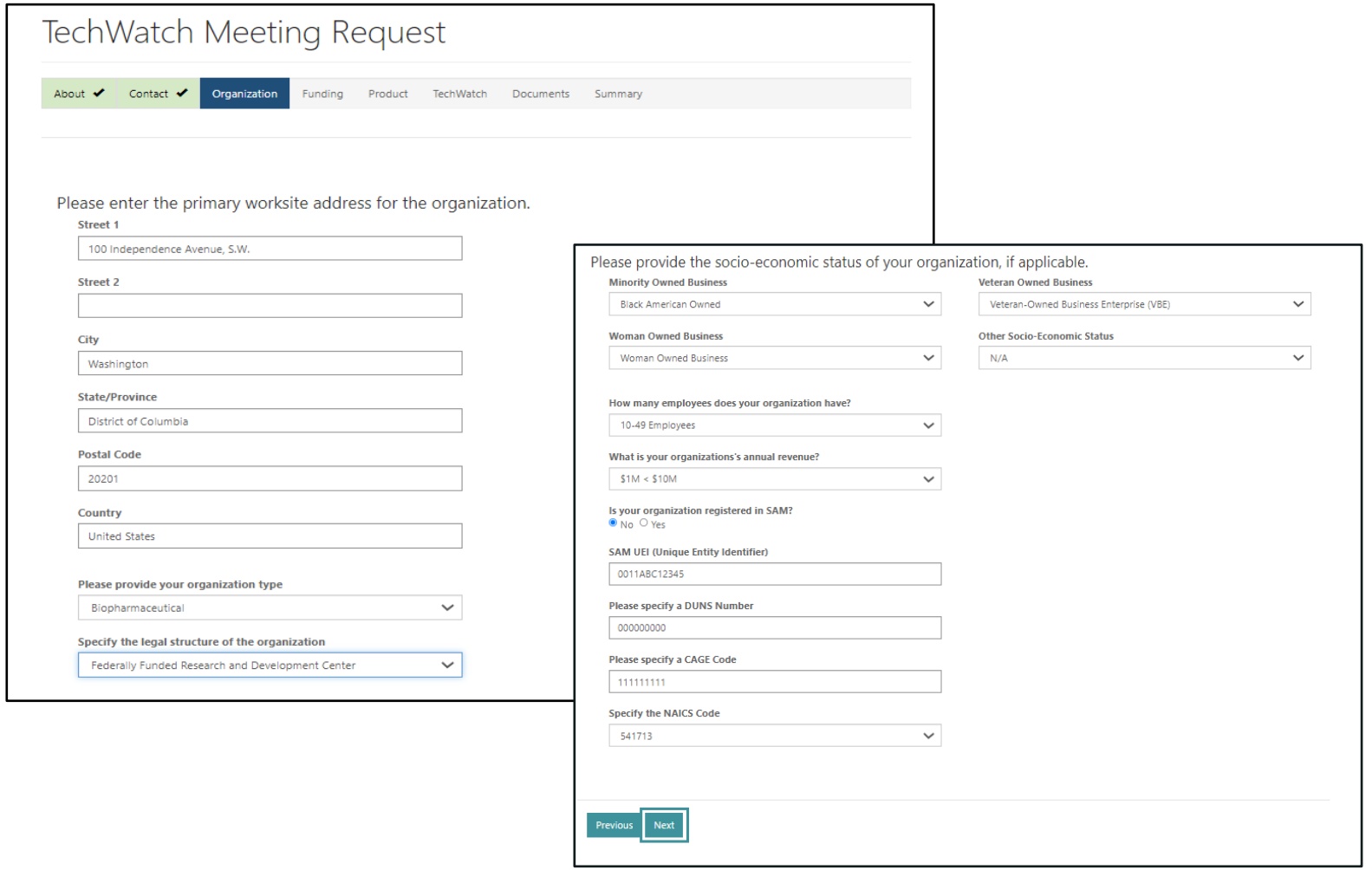
TechWatch – Contact Tab

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



TechWatch – Organization Tab

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



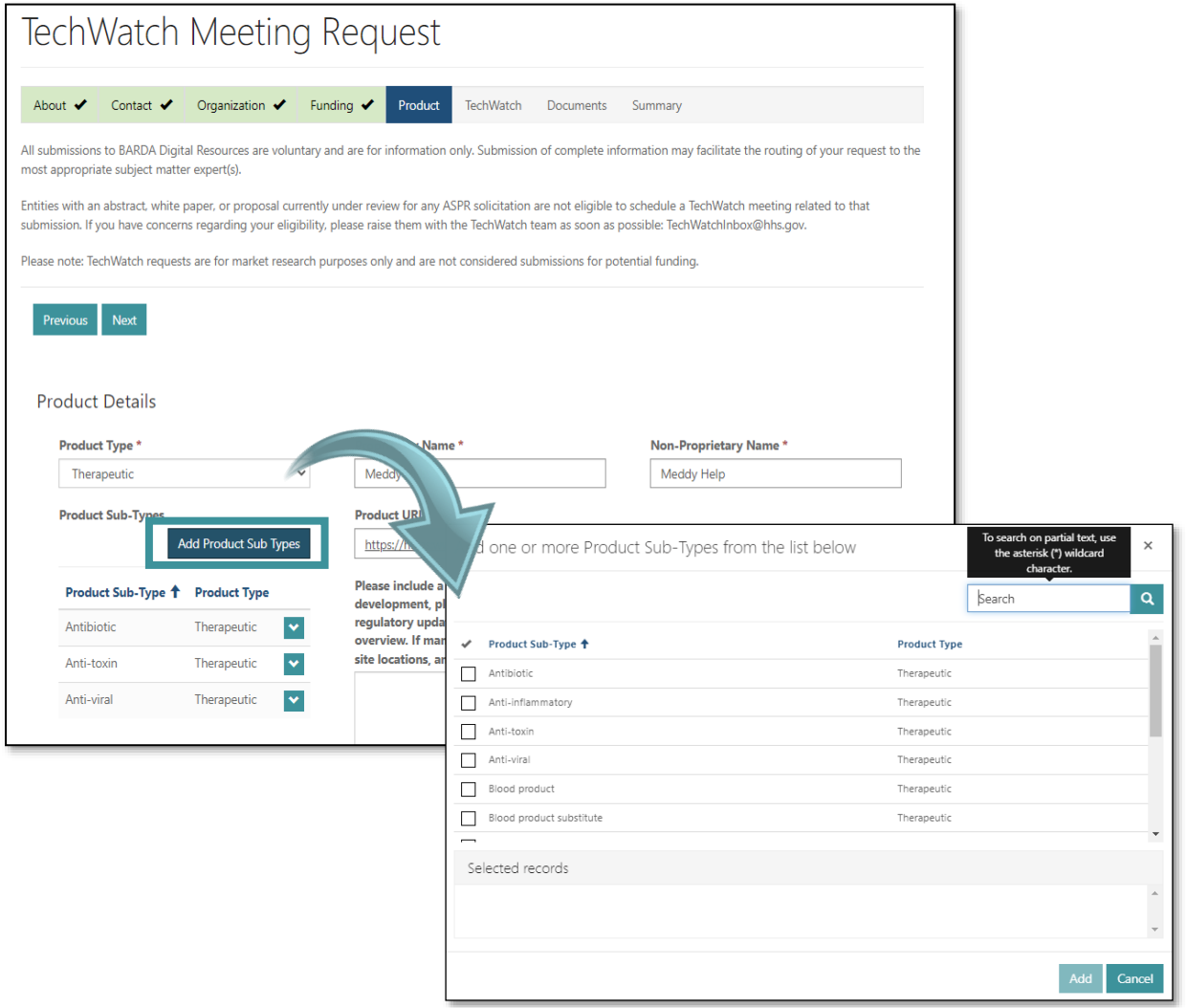
TechWatch – Funding Tab

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

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

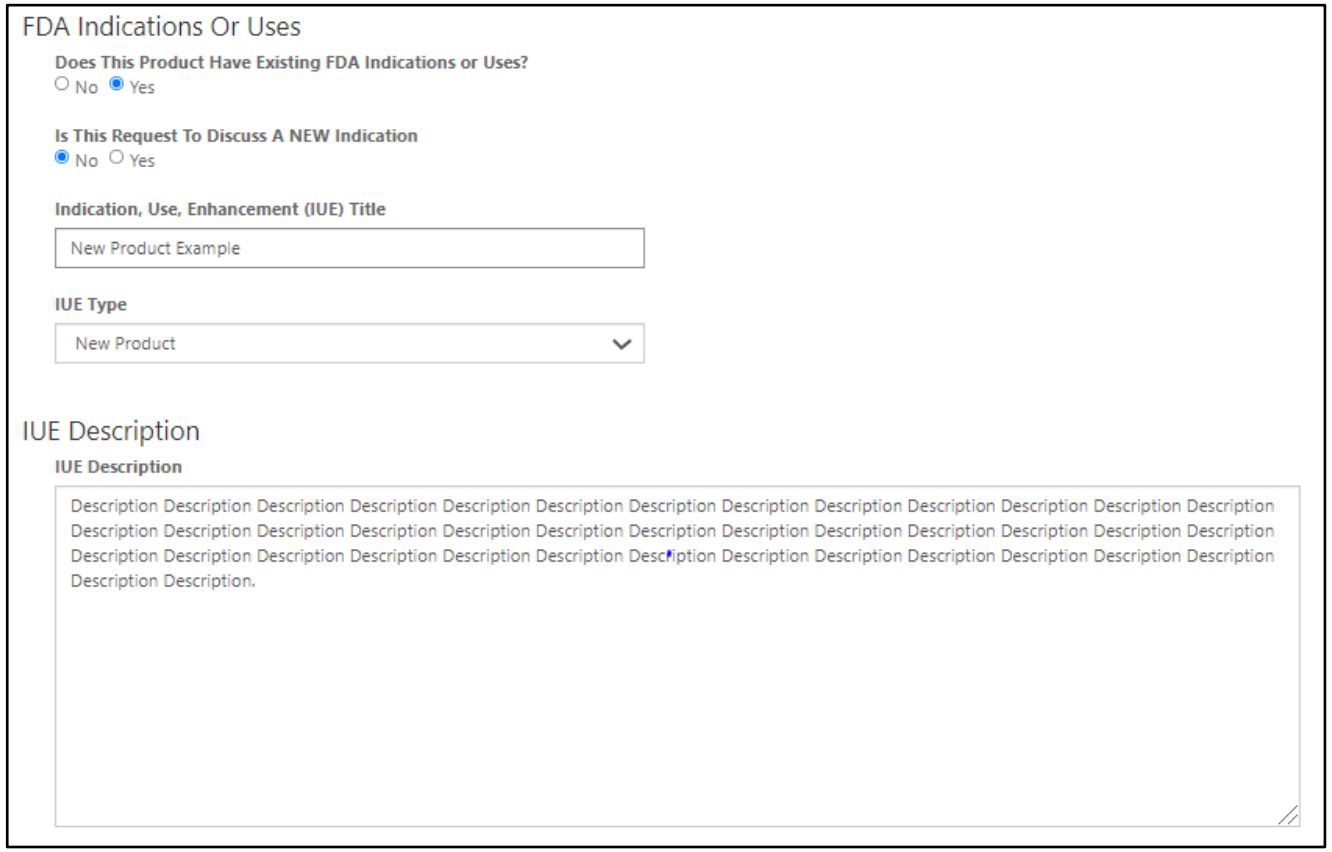
TechWatch – Product Tab

- Within the ***Product*** tab, Users will be able to provide their product-related data.
- Users should provide the following Product Details:
  - Product Type
  - Product Sub-Types
  - Proprietary Name
  - Non-Proprietary Name
  - Product URL (if applicable)
- A User can add multiple Product Sub-Types by searching in the query window.
- To search on partial text, use the asterisk (*) wildcard character.



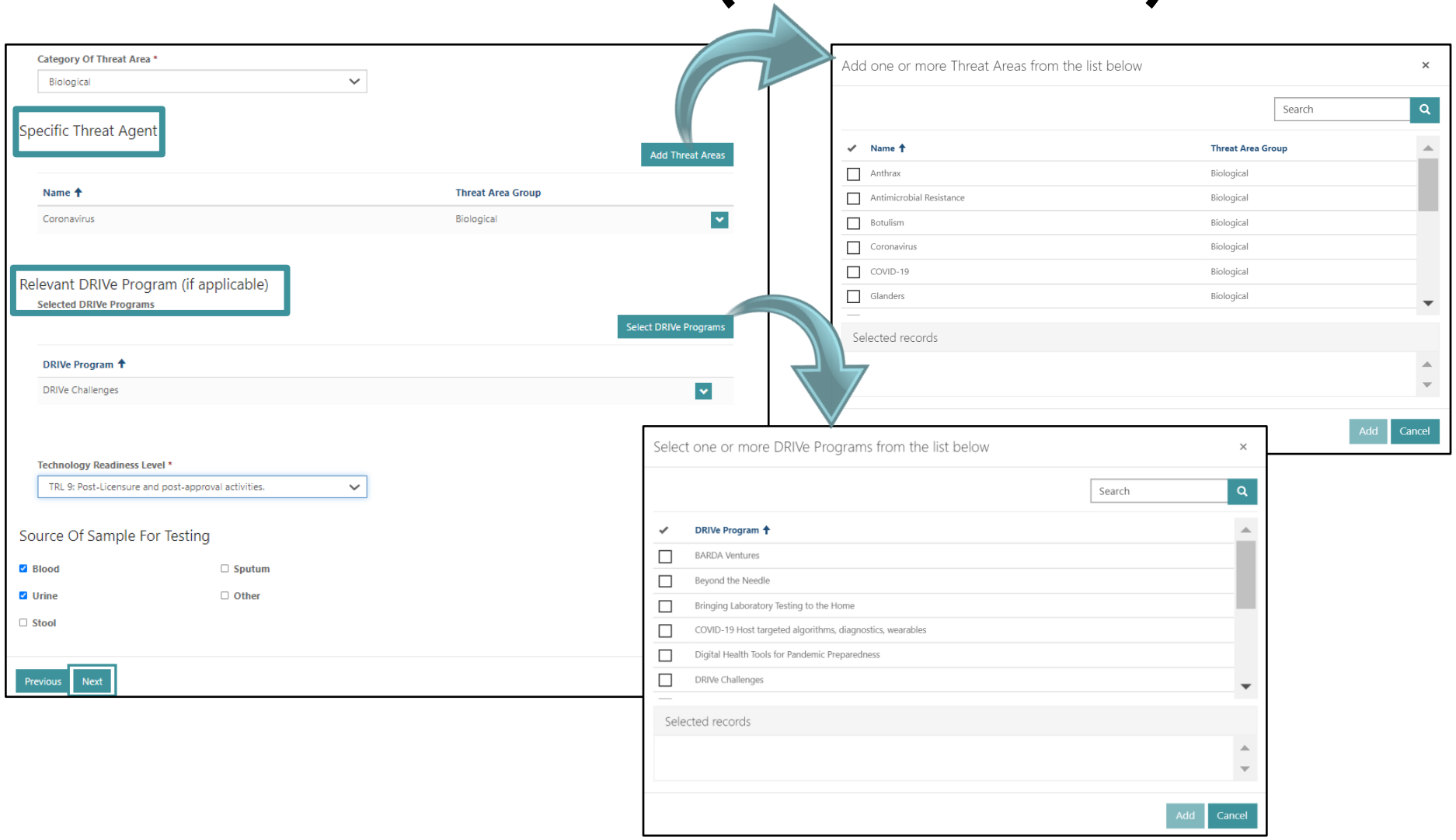
TechWatch – Product Tab (Continued)

- Users should provide the "**FDA Indications or Uses**" related data.
- Users has a 500-character limit within the Indication, Use, Enhancement (IUE) Description


FDA Indications Or Uses
Does This Product Have Existing FDA Indications or Uses?
No
Yes
Is This Request To Discuss A NEW Indication
No
Yes
Indication, Use, Enhancement (IUE) Title
New Product Example
IUE Type
New Product
IUE Description
IUE Description
Description Description Description

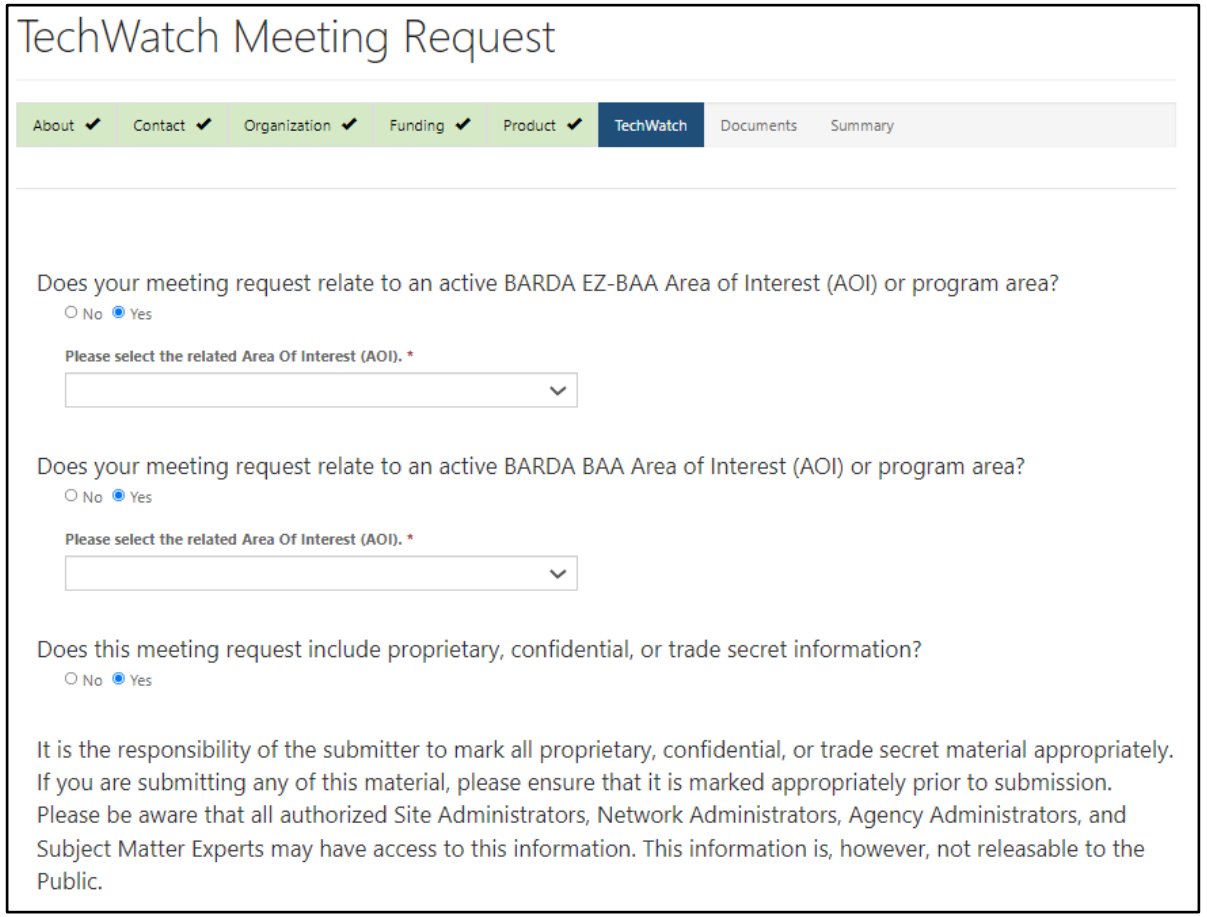
TechWatch – Product Tab (Continued)

- Users will be able to provide details on the specific threat agent or DRIVe program relevant to their product.
- Users can add one or more Threat Area or DRIVe Program by clicking "**Add Threat Areas**" or "**Add DRIVe Programs**" and searching in the query window.
- After entry and review is complete, Users should select "**Next**".



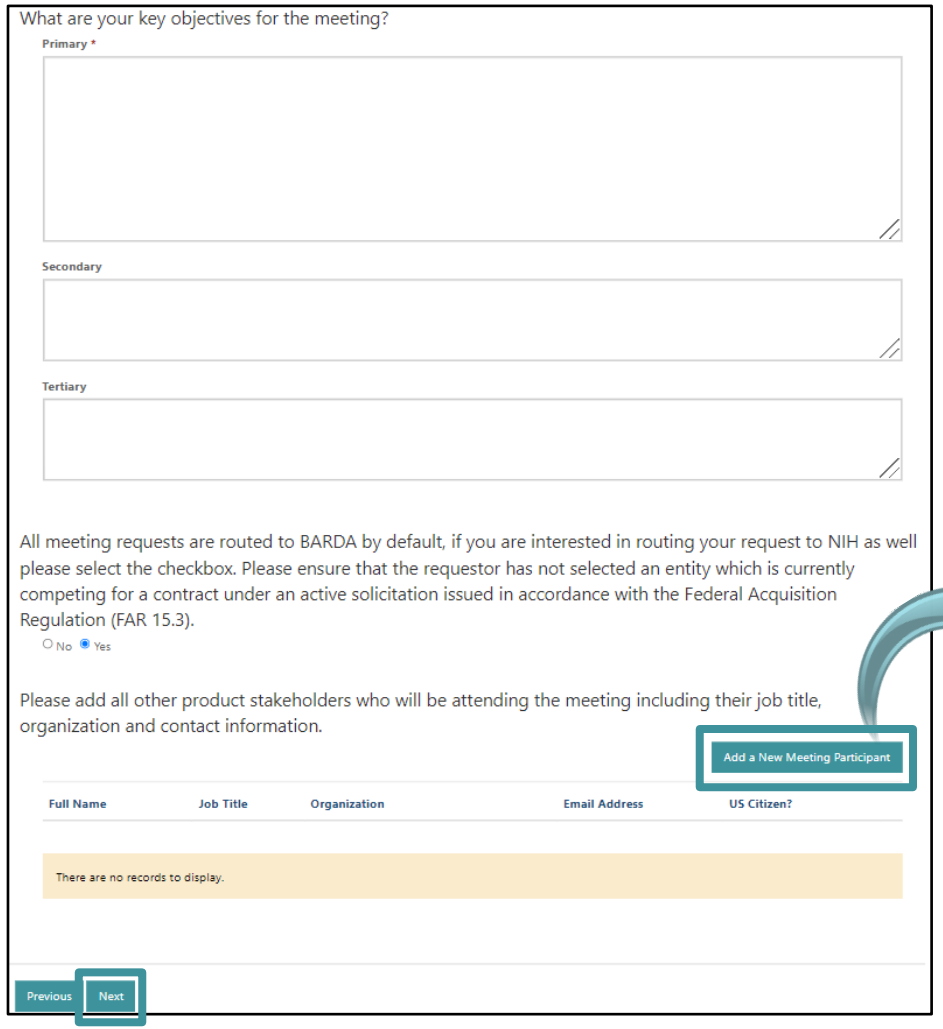
TechWatch – TechWatch Tab

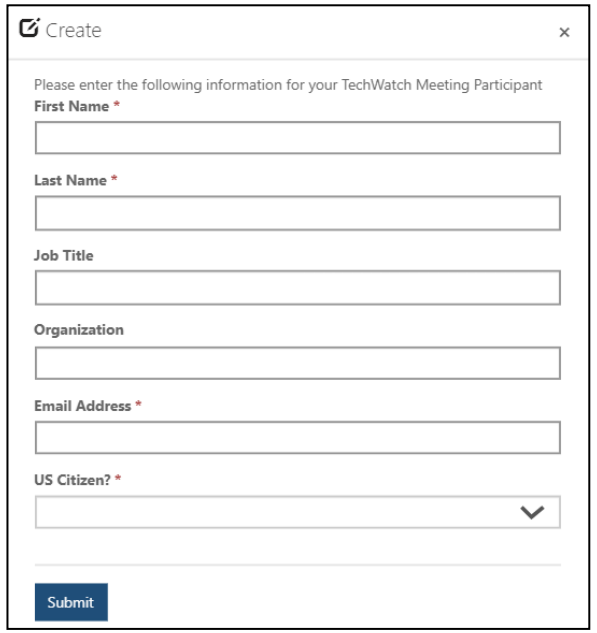
- Within the ***TechWatch*** tab, Users will be able to provide additional details that will assist in appropriately routing the meeting request submission.



TechWatch – TechWatch Tab (Continued)

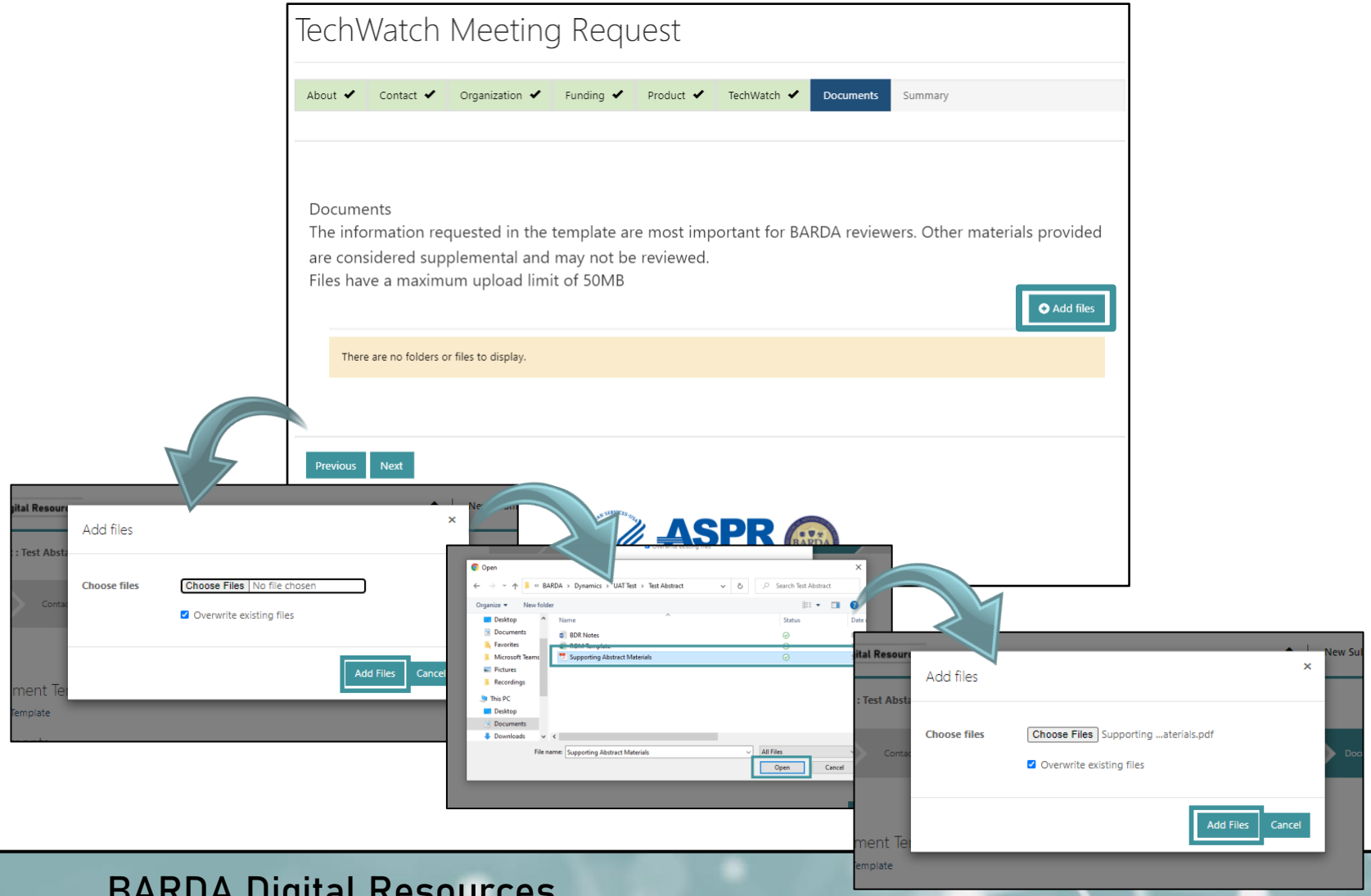
- Within this tab, Users can add all other product stakeholders who will be attending the TechWatch Meeting.
- To add additional product stakeholders to the meeting, Users can select "**Add a New Meeting Participant**" to provide the high-level contact information for the participants.
- After entry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





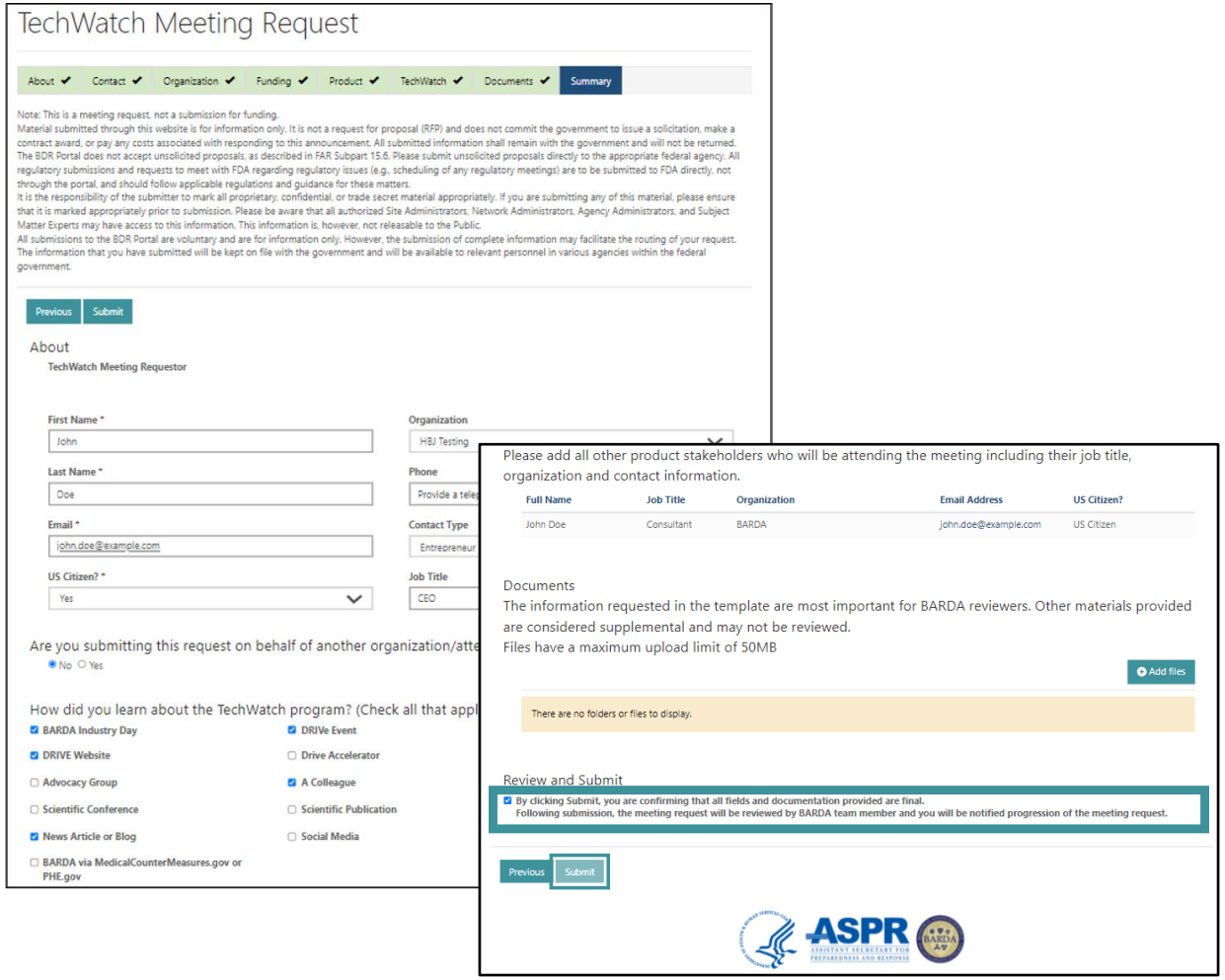
TechWatch – Documents Tab

- Within the ***Documents*** tab, Users will be able to upload documents relevant to their TechWatch Meeting Request.
- To add files, Users should take the following steps:
  - Select "**Add files**"
  - Select "**Choose file**"
  - Locate file(s) and select "**Open**"
  - Confirm file has been added to the "**Add files**" widow. Click "**Add Files**“
- Please limit your supporting documents to the following file types: Word (.docx), Excel (.xlsx), PowerPoint (.pptx), Project (.mppx), PDF (.pdf).



TechWatch – Summary Tab

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



TechWatch – Summary Complete

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

Questions?

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