

BARDA Digital Resources RRPV External Reviewer Training

November 2025

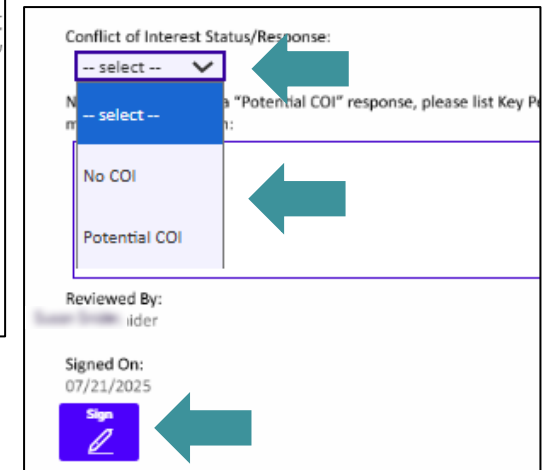
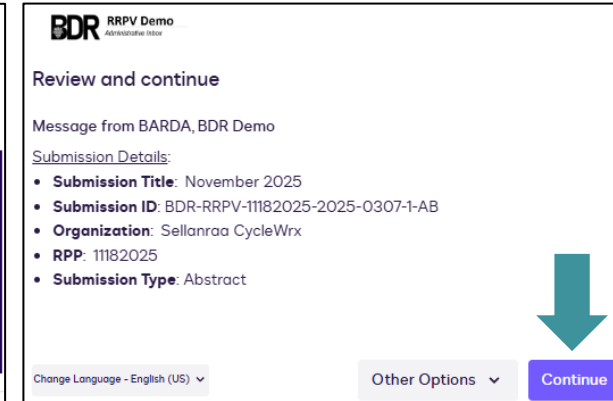
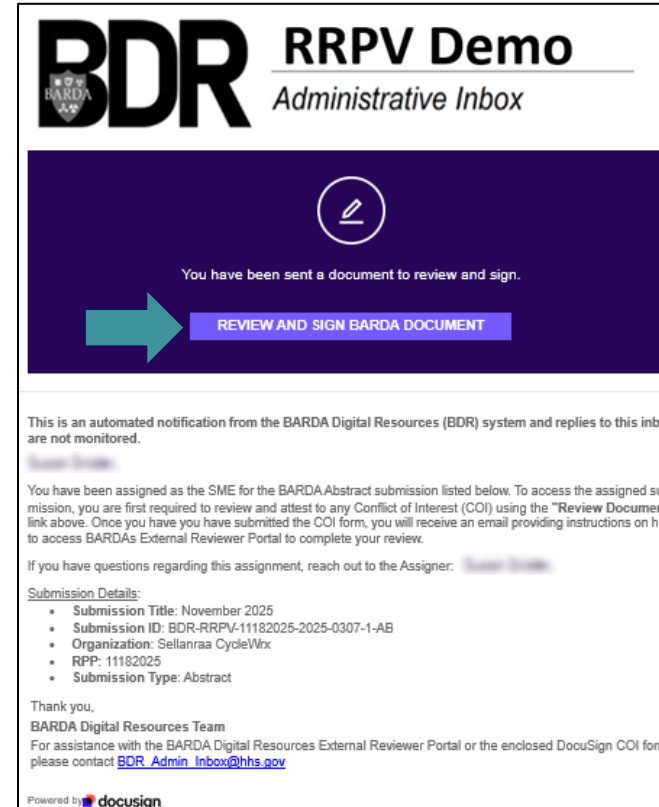
BDR External Reviewer Portal Overview



The External Reviewer Portal provides the ability for U.S. Government employees external to BARDA to access and perform reviews of assigned RRPV submissions.

External Reviewer Assignment and COI

- External Reviewers receive an assignment email from **BARDA** via **DocuSign**.
- Click **Review and Sign BARDA Document** link to access Conflict of Interest (COI) attestation.
- Confirm agreement to use electronic signature, click **Continue**.
- Review individuals and organizations for potential COI.
- Select **No COI** or **Potential COI**.
 - If Potential COI is selected, provide a description in the notes field.
- Sign form.



Declaration of Potential COI

- If a potential conflict is indicated, the COI record is locked to the reviewer. Please reach out to your assigner for further instructions.

Create Account and Login

- Upon signing the COI form, users receive a COI completed email from **BARDA via DocuSign**.
 - New External Reviewers: click on [here](#) in the email to set a password and complete account creation.
 - Returning External Reviewers: click [External Reviewers Portal \(log-in\)](#) and complete the multi-factor authentication process.
- Click [Submission Home](#) to access submission dashboard.

Your document has been completed

[VIEW COMPLETED BARDA DOCUMENT](#)

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

Thank you for completing your Conflict of Interest Assessment. If you have declared no conflicts then you have been granted access to the submission on the External Reviewer Portal. Information on the submission and how to access the External Reviewer Portal is provided below.

If you provided a Potential Conflict response please reach out to your assigner for next steps

Submission Details:

- **Submission Title:** November 2025
- **Submission ID:** BDR-RRPV-11182025-2025-0307-1-AB
- **Organization:** Sellanraa CycleWrX
- **RPP:** 11182025
- **Submission Type:** Abstract

External Reviewer Portal Access
Please sign-in to the [External Reviewers Portal \(log-in\)](#)
Your username is

- If this is your first time utilizing the External Reviewers Portal, you will need to set a password to finalize your account creation. Please click [here](#) to set your password.

Thank you,
BARDA Digital Resources Team
For assistance with the BARDA Digital Resources External Reviewer Portal or DocuSign COI form, please contact BDR_Admin_Inbox@hhs.gov

Powered by **docuSign**

BDR BARDA Digital Resources
RRPV External Reviewer Portal

Sign in with your email address

Email Address

Password [Forgot your password?](#)

[Sign in](#)

Submissions Dashboard

- Submissions are grouped by stage:
 - Abstract
 - Enhanced White Paper
 - Presentation
 - Full Proposal
- Only those submissions assigned to you are shown on your dashboard.
- Click on a **Submission Title** to open it.
- Technical evaluation status is indicated. Submissions requiring review are Waiting for Feedback.

Home / Submissions

CUI//SP-PROCURE/SP-PROPIN/SP-SSEL//FEDCON - DO NOT DISTRIBUTE - PROCUREMENT AND SOURCE SELECTION INFORMATION - SEE FAR 2.101 & 3.104

If you do not see your assigned submission in the below table, please ensure you have cleared the Conflict of Interest which was provided in your assignment email. If you have questions regarding the submission, reach out to the POC specified in your assignment email. For technical questions regarding the BDR External Review Portal, please contact: bdr_admin_inbox@hhs.gov

Information on how to review assigned submissions can be found in the below user training guide:
[External Reviewer Training Guide](#)

Technical Evaluations

Title	Submission ID	RPP	Submission Type	Technical Evaluation Status	Assigned Date
BDR-RRPV-11182025-2025-0307-1-AB External Reviewer SME	BDR-RRPV-11182025-2025-0307-1-AB	RPP Stages	Stage 1	Waiting for Feedback	11/20/2025 11:25 AM



Submission is not visible on External Reviewer Portal until COI is completed.

Submission Review

- The **Submission Materials** tab shows the PDF report of the submission details, any supporting documents submitted by the offeror, and user COI record.
- Click on a document name to download the file(s).
- Click on **Technical Review** tab to provide your feedback.

BDR BARDA Digital Resources

Home / Submissions / Submission Materials

Submission Materials Technical Evaluation

Submission Materials

All submission material for for review can be found below. Any supporting documentation submitted by the offeror are included in the "Applicant - External" folder.
Please ensure you review all provided materials as part of your evaluation.

Submission *
November 2025

Name ↑	Modified
Applicant - External	11/19/2025 1:52 PM
Conflict of Interest	about 3 hours ago
BDR-RRPV-11182025-2025-0307-1-AB Submission Review.pdf (186 KB)	11/19/2025 2:44 PM

Submission Technical Review

- Complete text and dropdown fields in the Technical Evaluation tab to provide your review and recommendations.
- Indicate if the proposal involves Select Agents.
- Complete **Overall Recommendation**.
- Select **Save** to continue at another time or
- When complete, click **Finalize Evaluation**, click **Submit**.

The image shows a screenshot of a web form for technical review. On the left, a vertical stack of four text input fields is shown, each with a teal arrow pointing left to its label: 'Factor 1 Assessment', 'Factor 1 References', 'Factor 1 Notes', and 'Factor 1 Recommendation'. Below these is a dropdown menu labeled 'Factor 1 Recommendation' with 'Select' as the current value and a teal arrow pointing left. At the bottom left, the text 'Factor 2' is visible. On the right, a dropdown menu is shown with a teal arrow pointing up to the 'Select' option. The menu options are: 'Select', 'Outstanding', 'Good', 'Acceptable', 'Marginal', and 'Unacceptable'. Below this is the 'Overall Recommendation' section, which has a dropdown menu showing 'Outstanding', a checked checkbox for 'Finalize Evaluation', and a teal arrow pointing up to the checkbox. At the bottom right, there is a blue 'Submit' button with a teal arrow pointing left to it.

Completed Technical Review

- Technical Evaluation status changes to Complete when review has been completed.
- For any assistance using the BARDA Digital Resources RRPV External Reviewer Portal, please reach out to BDR_Admin_Inbox@hhs.gov.

Technical Evaluations					
Title	Submission ID	RPP	Submission Type	Technical Evaluation Status	
BDR-RRPV-11182025-2025-0307-1-AB Mofy Mofy External Reviewer SME	BDR-RRPV-11182025-2025-0307-1-AB	RPP Stages	Stage 1	Complete	
BDR-RRPV-11182025-2025-0309-1-AB Mofy Mofy External Reviewer SME	BDR-RRPV-11182025-2025-0309-1-AB	RPP Stages	Stage 1	Complete	