



Information Session: Editors and Submitters for PU/DRs

13 December 2021

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Management of grant deliverables through the Global Fund Partner Portal

2

Grant Entity Data - Editor and Submitter roles for PU/DR management

3

Raising Editor and Submitter change requests in the Partner Portal
(system demonstration)



1

Management of Grant Deliverables through the Global Fund Partner Portal

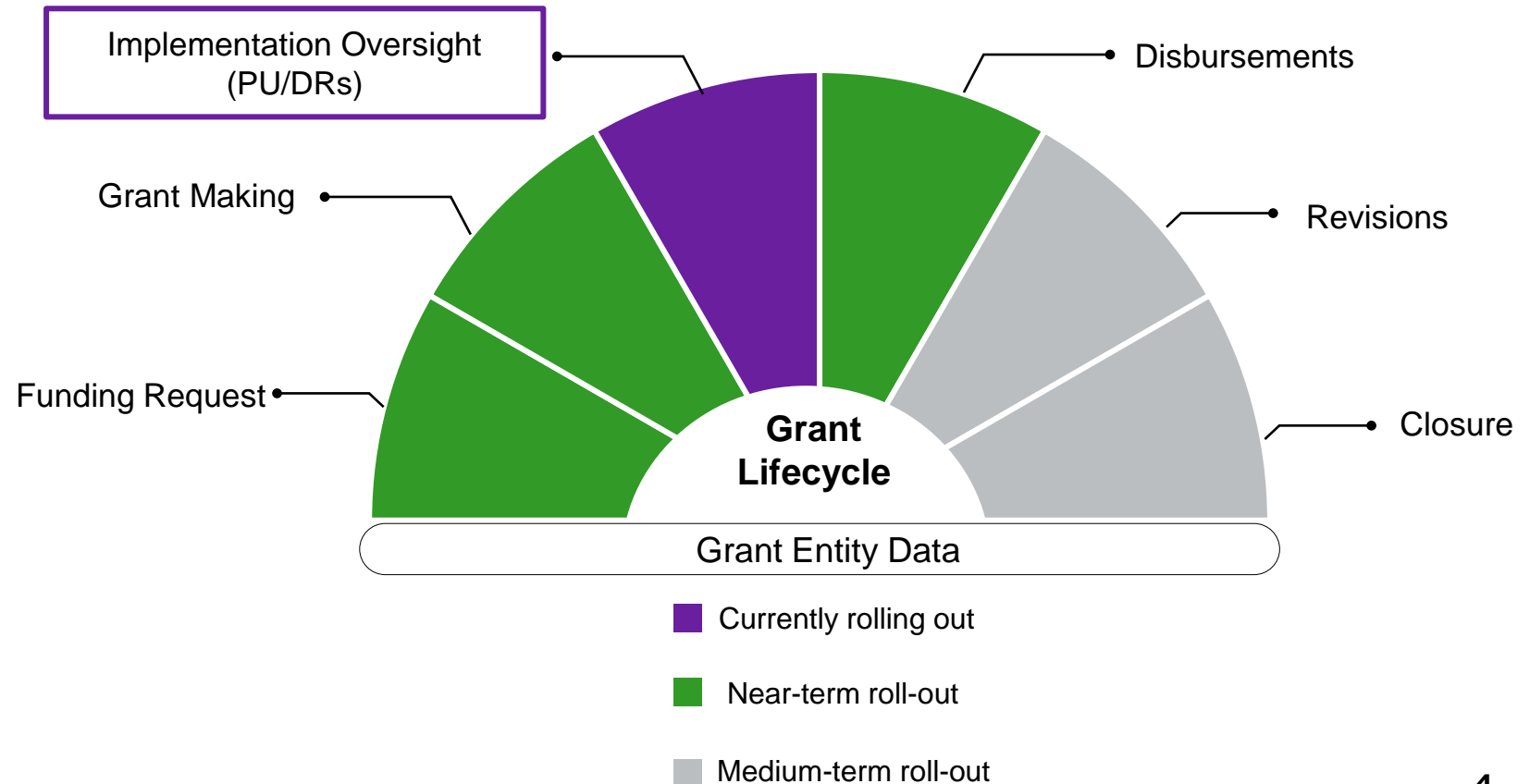


Starting with PU/DRs, Principal Recipients will gradually handle more grant deliverables through the Partner Portal.

Benefits to direct engagement through the Partner Portal:

- Immediate access to correct forms / templates to save time and eliminate human error (e.g., PU/DR, latest signed budget at the start of a revision).
- For certain deliverables, information can be entered directly into online forms, which lowers the administrative burden, the risk of resubmission from template errors & allows for automated data quality checks.
- Targeted communications to individuals with portfolio, grant and process level rights.

Grant lifecycle processes & deliverables considered for handling through the Partner Portal:





2

Grant Entity Data Editor and Submitter Roles for PU/DR Management



Future process for receiving and submitting PU/DRs through the Partner Portal (beginning in January 2022)

Steps for Principal Recipients



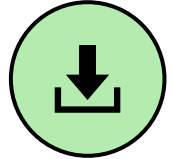
01

Access the Global Fund Partner Portal

ROLE

Editor

Submitter



02

Download Excel form

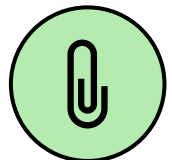
Editor

Submitter



03

Complete Excel form



04

Attach Excel form

Editor

Submitter



05

Submit PU/DR to Global Fund

Submitter

- Editor and Submitter rights are assigned per grant.
- At a minimum, **each grant is required to have one Submitter. We recommend having two submitters** per grant, but not more.

KEY



Steps completed through the Global Fund Partner Portal



Steps completed offline

Mandatory requirements for Principal Recipients

At a minimum, each grant is required to have one Submitter.

We recommend having two submitters per grant, but no more.

To request Submitter rights, a signed Authorization Letter is mandatory when submitting the change request.

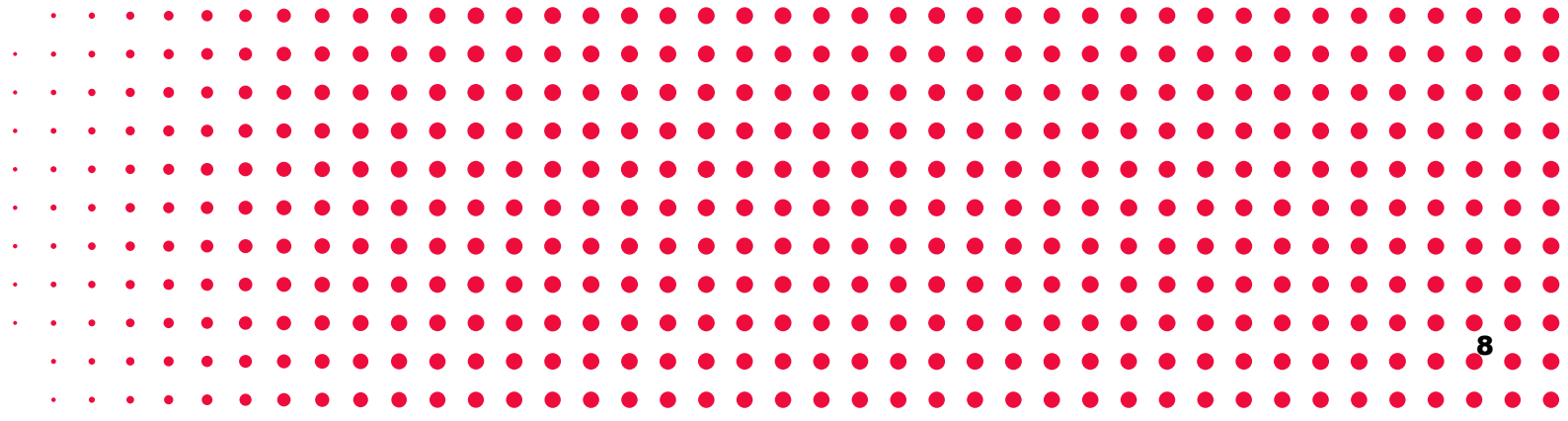
[Access the template here.](#)

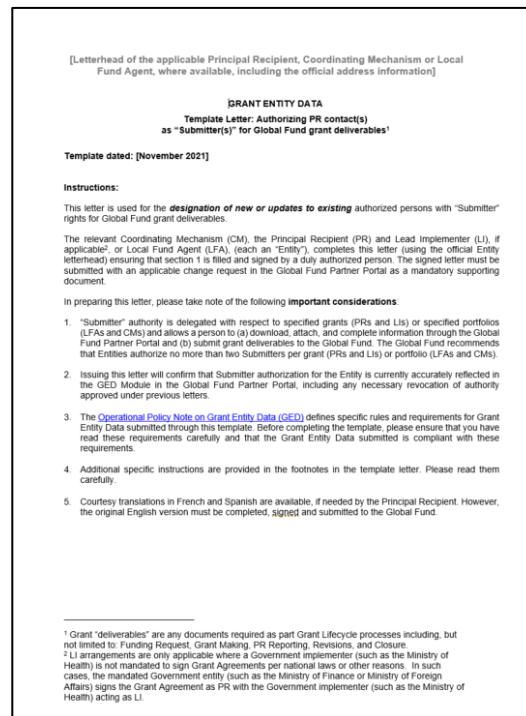
Principal Recipients are required to raise all change requests for Editor and Submitter rights by **Wednesday, 12 January 2022, or as early as possible.**



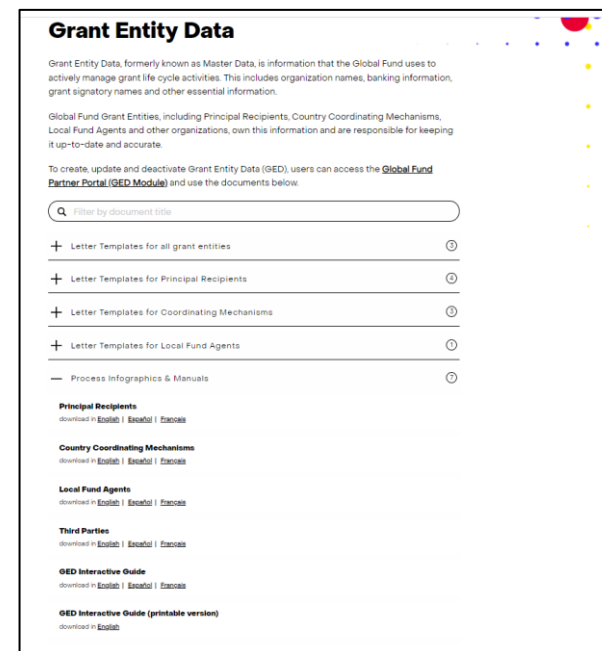
3

Raising Editor and Submitter change requests in the Partner Portal (system demonstration)





[Authorization Letter template for Submitter rights](#)



[Process Infographics & Manuals on Grant Entity Data \(GED\)](#)

Thank you!



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AIDS, Tuberculosis and Malaria

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