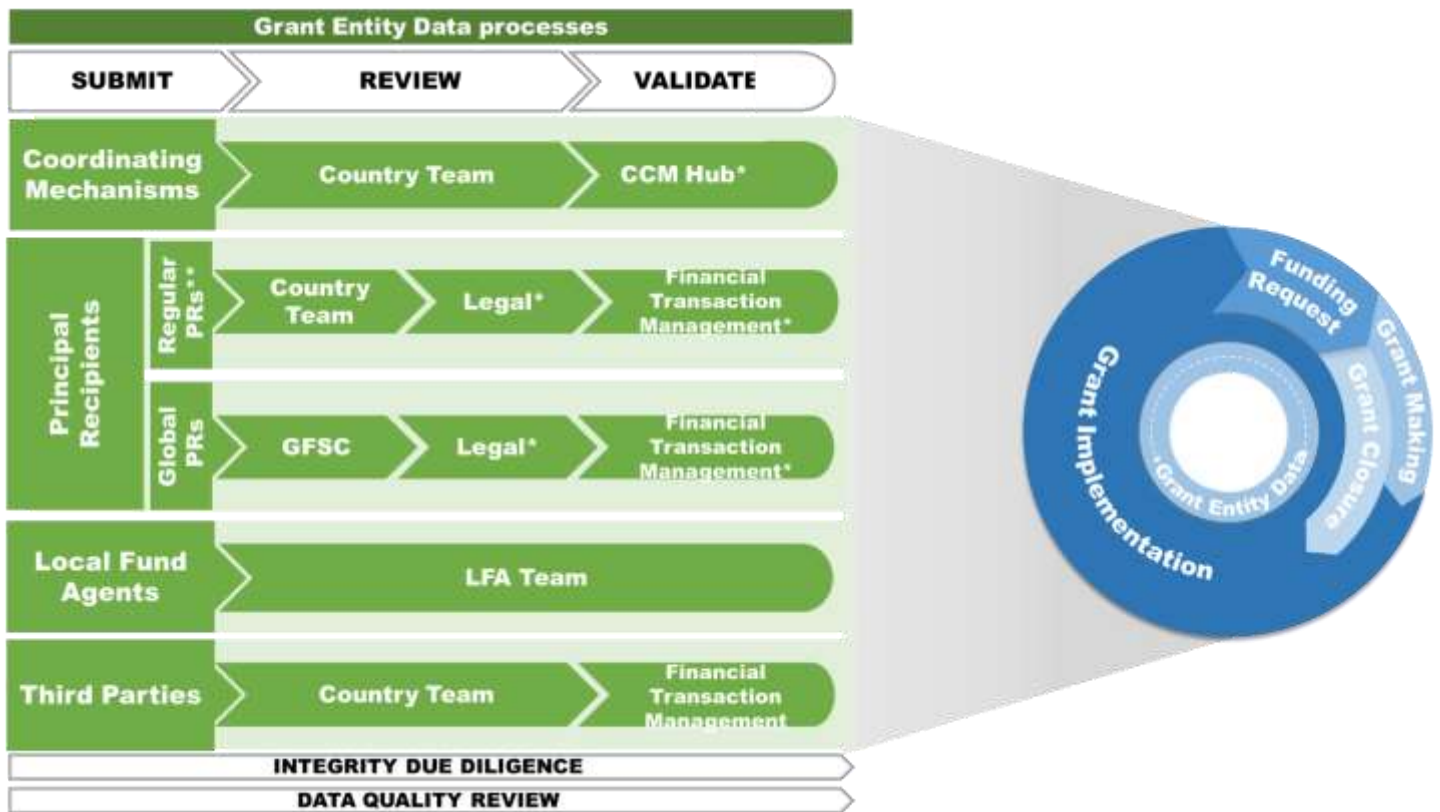


Approved on 11 November 2020, last updated 30 March 2026
Approved by Executive Grant Management Committee
Process Owner Finance
Associated OPN OPN on Grant Entity Data

Purpose and Overview

1. This document provides procedural guidance on Grant Entity Data (GED) submission, review, validation, and data quality review.
2. The key steps in managing the GED process are captured in the following diagram.



Legend

* Review and/or validation might not be required depending on the type of change request. Refer to the GED Operational Procedures for further details.

** And Lead Implementers, if applicable.

- GFSC: Grant Finance Service Center
- Country Team: PO or FPC
- LFA Team: LFA Coordination Team

3. High level responsibilities of key actors:

Principal Recipient (PR)¹	Submits new organization information details to CT via email. PR contact with GED Access Rights creates the PR GED change request, prepares the required supporting documents, and submits in the Partner Portal. PR ensures GED accuracy, completeness and compliance and is responsible for timely creation and updating of GED to support end-to-end grant life cycle processes. Global PRs are also accountable for their headquarters and country-level GED.
Coordinating Mechanism (CM)	Submits new organization information details to CT via email. CM contact with GED Access Rights (admin focal point) creates the CM GED change request, prepares the required supporting documents, and submits in the Partner Portal. CM ensures GED accuracy, completeness and compliance and is responsible for timely creation and updating of GED to support end-to-end grant life cycle processes.
Local Fund Agent (LFA)	Submits new organization information details to LFA Coordination Team via email. LFA contact with GED Access Rights creates the LFA GED change request, prepares the required supporting documents, and submits in the Partner Portal. LFA ensures GED accuracy, completeness and compliance and is responsible for timely creation and updating of GED to support end-to-end grant life cycle processes. As requested by the Country Team, the LFA may also perform in-country verification of PR and CM GED.
Third Party	Submits new and updated (i) organization information and (ii) banking information details to CT via email. Third Party ensures GED accuracy, completeness and compliance and is responsible for timely creation and updating of GED to support end-to-end grant life cycle processes.
Country Team (CT)	The Program Officer (PO)/Fund Portfolio Coordinator (FPC) creates new PR and CM organizations in GOS Grant Creation module and GED module respectively based on information submitted by the PR/CM. PO/FPC reviews for data quality CM, Regular PR and Third Party GED change requests. PO validates defined Regular PR GED change requests. The PO/FPC exceptionally submits GED change requests on behalf of PRs and/or CMs. The Fund Portfolio Manager (FPM) provides exception approvals. The CT Legal Counsel reviews defined PR GED change requests for compliance with legal standards, such as: - PR's official name and capacity to enter into legal relationships (e.g. Grant Agreements) based on Organization Information Form; - PR's signatory authorization in accordance with PR Signatory Authority Letter. - May request LFA verification of GED: the Legal Counsel notifies the FPM or PO to arrange for the LFA verification. Once received, the Legal Counsel attaches evidence of the LFA verification in GOS.
Financial Transaction Management	Reviews and validates, where applicable, defined Regular PR and Third Party GED change requests, performing duplicate check and data quality review. Creates/updates/deactivates Third Party banking information in Fusion. Performs data quality review, duplicate check, due diligence check, and software check for Third Party banking information. Reviews data quality of requests to link existing Third Party Organization with PR.

¹ And Lead Implementers, if applicable.

Senior Specialist, GFSC	Reviews and validates, where applicable, defined Global PR GED change requests, performing duplicate check and data quality review. Where a Global PR is a PR for a multi country grant not under GFSC oversight, the GFSC review is based on the relevant PO/FPA or FPM recommendation.
CCM Hub	Reviews for data quality and validates defined CM change requests.
LFA Coordination Team	Reviews for data quality and validates defined LFA change requests. Exceptionally submits GED change requests on behalf of LFAs. The LFA Specialist provides exception approval.

4. The detailed steps and associated responsibilities are captured in the GED process maps and RACI.
5. **Supporting documents:** Refer to Annex 5 of the OPN on GED for the rules and requirements on creating and updating GED. Refer to Annex 7 for rules and requirements on deactivating GED.
6. **Integrity Due Diligence.** In parallel with the review and validation, the Global Fund Ethics Office screens all Grant Entities against relevant (a) international terrorism and (b) sanctions lists. The due diligence review is focused on screening of organization, banking information and contacts data against these lists. The [Essential Due Diligence Procedure](#) provides an overview of the process. Essential Due Diligence screening will be undertaken daily. If a change request is required to be completed with urgency (i.e., end-to-end completion within 24 hours), the Global Fund Ethics Office must be informed by the Country Team as early as possible to conduct a manual screening, before the change request process is completed.

A. Operational Procedures

Grant Deliverable	Requirements per Portfolio Category ²				Timeline	Responsibilities		
	HI / Core	A	T	Li Le		Submit	Review	Validate
Coordinating Mechanism Information								
Organization Information	Create New Organization Information	R	During Funding Request stage		CM	PO/FPC	CCM Hub	
	Update Organization Information		Immediately when changes have been defined during grant making and grant implementation.					
Contact with Signatory Rights	Create or update contact		Create/update at least 30 days before actual GAC date.					
	Deactivate contact or reduce contact rights		Immediately update if there are changes during grant implementation.					
Contacts with Partner Portal Access Rights (GED Module)	Create or update contact		When CM Chair, Vice-Chair or Civil Society representative changes					
	Deactivate contact or reduce contact rights		Create/update at least 30 days before actual GAC date.					
Contacts with Grant Deliverables Access Rights	Create or update contacts	Immediately update if there are changes during grant implementation.						
		Create/update at least 30 days before actual GAC date.						
		Immediately update if there are changes during grant implementation.		CM	FPC/PO	CCM Hub:		

² 'R' = Required; 'BP' = Best Practice; '-' = Not required

³ Focused portfolios are further categorized into 4 management models: Aligned (A), Targeted (T), Light (Li) and Legacy (Le).

⁴ First Name, Last Name, Role, Recipient Status

Grant Deliverable		Requirements per Portfolio Category ²				Timeline	Responsibilities		
		HI / Core	Focused ³				Submit	Review	Validate
		A	T	Li	Le				
								Point with Grant Deliverables Access Rights Country Team – PO <ul style="list-style-type: none"> • <i>New and updates</i> to Member, Non-member, Alternate with Grant Deliverables Access Rights • <i>Update</i> of existing Chair / Vice Chair / Admin Focal Point with Grant Deliverables Access Rights <i>without critical fields edited</i> 	
	Deactivate contact or reduce contact rights					Immediately when there is a CM decision to change the contact with Grant Deliverables access.		PO	
Principal Recipient Information⁵									
Organization Information	Create New Organization Information		R			As soon as new PR has been agreed, PR must submit the essential GED details and a GED record is created in the Global Fund systems.	PR	a. LFA ^{6†} b. PO/FPC c. Legal Counsel	Financial Transaction Management

⁵ Also applicable to Lead Implementers (if relevant). The process for Regular PRs is followed.

⁶ † Henceforth, this symbol denotes 'if applicable'.

Grant Deliverable		Requirements per Portfolio Category ²				Timeline	Responsibilities		
		HI / Core	Focused ³				Submit	Review	Validate
		A	T	Li	Le				
	Update Organization Information	R				Immediately when changes have been identified.	PR ^{7Y}	<i>Changes in PR organization name:</i> <ol style="list-style-type: none"> PO/FPC (Regular PR) or Senior Specialist, GFSC (Global PR) Legal Counsel LFA[†] 	
								<i>Other changes to PR Organization Information:</i> PO/FPC (Regular PR) or Senior Specialist, GFSC (Global PR)	PO (Regular PR) or Senior Specialist, GFSC Global PR)
Banking Information	Create/update/deactivate	R				Creation: at least 30 days before actual GAC date. Update/Deactivation: immediately when there is a change in PR banking details.	PR [†]	<ol style="list-style-type: none"> Senior Specialist, GFSC LFA[†] 	<i>Creation / update / deactivation:</i> Senior Specialist, GFSC
Contacts with Signatory Rights	Create or update contact	R				Create/update at least 30 days before actual GAC date. Immediately update if there are changes during grant implementation.	PR [†]	<ol style="list-style-type: none"> PO/FPC (Regular PR) or Senior Specialist, GFSC (Global PR) Legal Counsel LFA[†] 	Financial Transaction Management
	Deactivate contact or reduce contact rights	R				Immediately when there is a PR decision to change the signatory contact.			PO (Regular PR) or Senior Specialist, GFSC (Global PR)

^{7 Y} Henceforth, this symbol denotes the following: *Regular PR*: Contact with GED Access Rights submits GED and supporting document via Partner Portal (GED module); *Global PR*: Headquarters or Country Office (CO) Contacts with GED Access Rights undertakes the above. HQ Contact will be able to see and edit both HQ and CO GED. CO Contact can only edit CO GED.

Grant Deliverable		Requirements per Portfolio Category ²				Timeline	Responsibilities			
		HI / Core	Focused ³				Submit	Review	Validate	
		A	T	Li	Le					
Contacts with Notice Rights	Create or update contact	R				Create/update at least 30 days before actual GAC date. Immediately update if there are changes during grant implementation.	PR [†]	PO/FPC (Regular PR) or Senior Specialist, GFSC (Global PR)	Financial Transaction Management	
	Deactivate contact or reduce contact rights	R				Immediately when there is a PR decision to change the signatory contact.				
Contacts with Partner Portal Access Rights (GED Module)	Create or update contacts	R				Create/update at least 30 days before actual GAC date. Immediately update if there are changes during grant implementation.	PR [†]	PO (Regular PR) or Senior Specialist, GFSC (Global PR)		
	Deactivate contact or reduce contact rights	R				Immediately when there is a PR decision to change the contact with Partner Portal access.				
Contacts with Grant Deliverables Access Rights	Create or update contacts	R				Create/update at least 30 days before actual GAC date. Immediately update if there are changes during grant implementation.	PR [†]	PO (Regular PR) or Senior Specialist, GFSC (Global PR)		
	Deactivate contact or reduce contact rights	R				Immediately when there is a PR decision to change the contact with Grant Deliverables access.				
Create/update/deactivate Key Country Actors		R				Immediately when the need is identified	PR	PO (Regular PR) or Senior Specialist, GFSC (Global PR)		
Local Fund Agent Information										
Organization Information	Create New LFA Organization	R				Immediately when the appointment letter for a new LFA organization has been signed by all parties.	LFA	LFA Coordination Team		
	Update Organization Information	R				Immediately when changes have been defined.		LFA Coordination Team ⁸		

⁸ If update is accompanied by changes to LFA bank account information, reviewer informs Financial Transaction Management to make the bank account changes.

Grant Deliverable		Requirements per Portfolio Category ²			Timeline	Responsibilities		
		HI / Core	Focused ³ A T Li Le			Submit	Review	Validate
Contact with Signatory Rights	Create or update contact		R		Create/update at least 30 days before actual GAC date. Immediately update if there are changes during grant implementation.	LFA	LFA Coordination Team	
	Deactivate contact or reduce contact rights		R		When there is a decision by LFA to change signatory contacts	LFA	LFA Coordination Team	
Contact with Notice Rights	Create or update contact		R		Create/update at least 30 days before actual GAC date Immediately update if there are changes during grant implementation.	LFA	LFA Coordination Team	
	Deactivate contact or reduce contact rights		R		When there is a decision by LFA to change notice contacts			
Contact with Partner Portal Access Rights (GED Module)	Create or update contact		R		Create/update at least 30 days before actual GAC date Immediately update if there are changes during grant implementation	LFA	LFA Coordination Team	
	Deactivate contact or reduce contact rights		R		Immediately when there is a LFA decision to change the contact with Partner Portal access.			
Contacts with Grant Deliverables Access Rights	Create or update contact		R		Create / update on ongoing basis as needed Immediately update if there are changes during grant implementation.	LFA	LFA Coordination Team	
	Deactivate contact or reduce contact rights		R		Immediately when there is a LFA decision to deactivate the contact with Deliverables Access Rights.			
Third Party Information								

Grant Deliverable		Requirements per Portfolio Category ²				Timeline	Responsibilities		
		HI / Core	Focused ³				Submit	Review	Validate
		A	T	Li	Le				
Organization Information	Create new Third Party Organization Information		R			As soon as contractual obligation has been identified for disbursement to be made on behalf of the PR	Third Party	<ul style="list-style-type: none"> CT reviews data quality, and creates ServiceNow ticket including required documents provided by Third Party CT sends EcoSign MFA Letter to Third Party to ensure authenticity of the request. Third Party completes and sends back Eco-Sign MFA Letter to Country Team/ Financial Transaction Management. 	<ul style="list-style-type: none"> Financial Transaction Management reviews data quality, performs duplicate check, software check such as IBAN validation (if applicable), SWIFT or ABA verification Financial Transaction Management, creates/updates/deactivates in Fusion based on above Offline Approval by Financial Transaction Management, Manager (for updates only)
	Update Third Party Organization Information		R			Immediately when changes have been identified	Third Party	<ul style="list-style-type: none"> CT reviews data quality and creates ServiceNow ticket including required documents provided by Third Party 	<ul style="list-style-type: none"> Financial Transaction Management, (FST-Banking) reviews data quality Financial Transaction Management creates in Fusion

Grant Deliverable		Requirements per Portfolio Category ²				Timeline	Responsibilities			
		HI / Core	A	T	Li		Le	Submit	Review	Validate
Banking Information	Create/update/deactivate Third Party banking information					R	Create at the time of creation of the Third Party. Update / deactivate immediately when there is a change in Third Party bank account.	Third Party	<ul style="list-style-type: none"> - CT reviews data quality, and creates ServiceNow ticket including required documents provided by Third Party - CT sends EcoSign MFA Letter to Third Party to ensure authenticity of the request. Third Party completes and sends back Eco-Sign MFA Letter to CT/ Financial Transaction Management. 	Financial Transaction Management,
	Link existing Third Party with PR					R	Linking to be requested once contractual obligation has been identified for disbursement to be made on behalf of the PR	Third Party	CT	Financial Transaction Management,

B. Monitoring and Reporting

1. The operational monitoring and reporting of specific GED processes data points aims at:
 - Ensuring that data about the Global Fund's Grant Entities' organizations, banking and contact details are complete and relevant for delivery of key grant life cycle documents, as well as for communication purposes;
 - Addressing the results of data quality reviews;
 - Anticipating the business needs and avoid delays in the execution of core grant life cycle processes; and
 - Monitoring exceptions for senior management follow up and decision making.
2. The operational monitoring and reporting activities is led by Finance & Administration, in coordination with sub-process owners, as defined in Annex 1 of the GED OPN.
3. The following data points will be monitored:
 - Process completion status and timing for each review step in the different GED processes
 - Exception reporting (for example, number and details of change requests raised internally, outside of the allowed cases set out in the OPN)
 - Number and details of signatory and/or notice contacts, by organization type
 - Number and details of contacts, by organization type
 - Completion of GED for critical grant life cycle milestones (e.g., Grant-making)