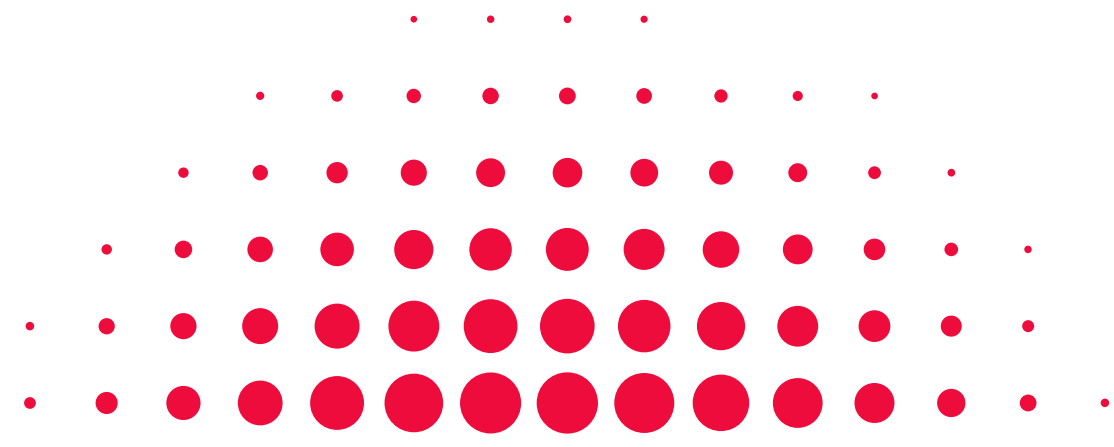
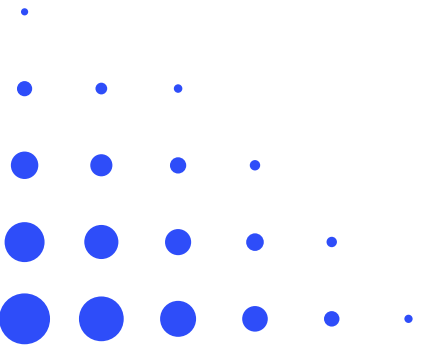


Partner Portal Manual

GC8 Classic & Grant-Ready Funding Request





Introduction & Access

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[GC8 Key Changes](#)

[Grant Entity Data \(GED\)](#)
[How to log in to the Partner Portal](#)

CCM* Steps

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[Step 10. Review Grant-level Performance Framework \(PF\) & Budget \(**GRFR only**\)](#)
[Step 12. Attach FR Documents & Submit FR](#)
[Step 14. Global Fund Submits FR for TRP Review](#)
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PR Steps

[Process Overview](#)
Grant-ready Funding Request (GRFR) only
[Step 5. Update Grant Entity Data \(GED\)](#)
[Step 7. Access Grant-level PF & Budget](#)
[Step 9. Complete & Share Grant-level PF & Budget](#)

Resources & Support

[Additional Resources](#)
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INTRODUCTION & ACCESS

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Introduction
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& Support

This manual provides comprehensive guidance for Country Coordinating Mechanisms (CCMs)* and Principal Recipients (PRs) performing Funding Request-related steps in the Partner Portal for the following two Grant Cycle 8 (GC8) submission pathways:

- **Grant-ready Funding Request:** PR creates online, grant-level version of the Performance Framework and Budget that the CCM submits, along with the rest of the FR application package**; and
- **Classic Funding Request:** Excel Performance Framework and Budget completed and submitted by the CCM, along with the rest of the FR application package.

General guidance for other submission pathways is covered in the document [Accessing your GC8 allocation](#) (*Technical guidance forthcoming*).

You can navigate the pages by clicking on the 'Previous' and 'Next' buttons at the bottom of the screen or by simply scrolling through.

Demonstration videos on navigating the Partner Portal for the Funding Request can be found on [here](#).

All Funding Request resources can also be found on the dedicated page on the [Global Fund website](#).

* CCMs refers to CCMs, non-CCMs, RCMs & ROs, where applicable

** HPMT to be covered in separate guidance

The manual is structured into the following sections:

- [Home Page](#): Direct access to the different sections and guide to navigation
- [Introduction & Access](#): How to use this manual, Introduction on GC8 Key changes & how to access the Partner Portal
- [Process Overview & Partner Portal Steps](#): Process flow and detailed instructions on what to do in the Partner Portal for each step
- [Resources & Support](#): Links to useful materials & technical support

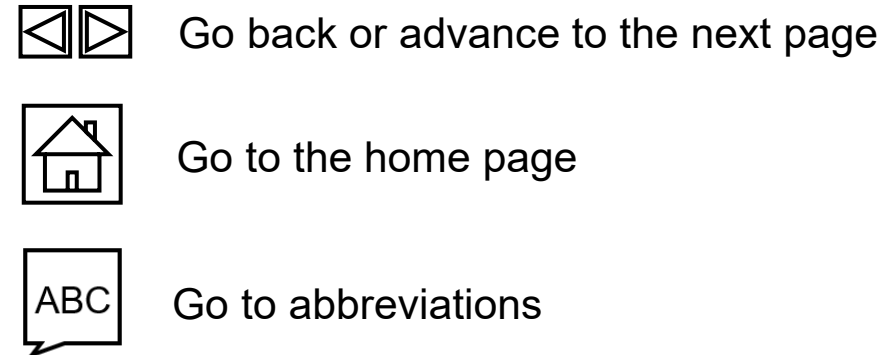


Legend

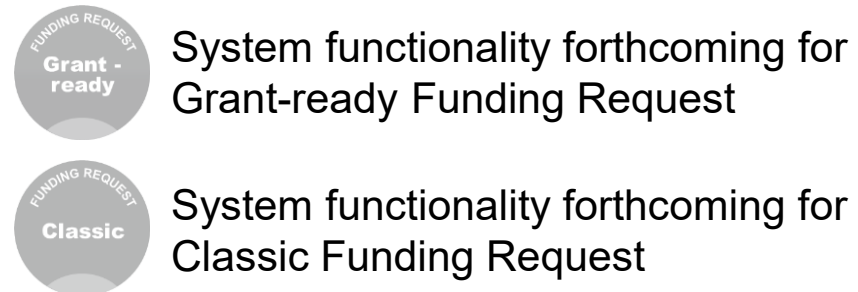
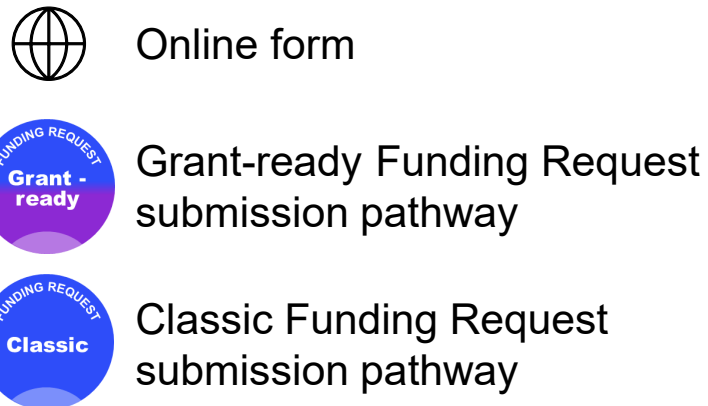
System Instructions



Navigation Buttons



Symbols



GC8 Funding Request & Grant-making: objectives & key changes

1

Sustainable program design & effective transitions through strategic shifts

- Supporting effective, predictable transitions from Global Fund financing
- Rigorous prioritization of Global Fund investments
- Integration of systems for health and service delivery
- Community health systems and sustainable financing
- Optimization of domestic resources and effective co-financing

2

Strong applications & timely grant signing within compressed timelines

- Differentiated submission pathways, confirmed by the CCM* & to the application approach
- Fewer requirements & streamlined guidance across all submission pathways
- Optimized Modular Framework

3

Online management and improved data quality through the Partner Portal

- GC8 FRs managed through the Partner Portal
- Enhanced core documents, including online completion of Performance Framework and Health Product Management Template by PRs, on-screen visualization of the Summary Budget, and data quality checks

GC8 Application Approaches & Submission Pathways

This user guide is focusing on the two FR submission pathways:
Grant-ready (GRFR) & Classic

Introduction & Access
Intro & Process overview
Access the Partner Portal

	High Impact / Core			Focused	
Application approach	Program Continuation	Full Review	Tailored for Transition	Tailored for Focused	
Submission pathway	<p>Program Continuation Submission</p> <ul style="list-style-type: none"> Existing PR develops & negotiates GC8 grant documents with CT, leveraging GC7 grant design CCM reviews & endorses grant documents prior to PR submission to Global Fund 	<p>Grant-ready FR</p> <ul style="list-style-type: none"> Recommended for existing PRs CCM endorses & submits FR, including grant-level documents prepared by PR Grant-making continues upon TRP submission <p>Classic FR</p> <ul style="list-style-type: none"> For new PRs; optional pathway for existing PRs CCM endorses & submits FR documents Grant-making starts following TRP submission 			<p>CCM Investment Priorities</p> <p>Investment Priorities Request</p> <ul style="list-style-type: none"> CCM defines investment priorities & shares with PR & CT PR develops & negotiates grant documents with CT CCM reviews & endorses grant documents prior to PR submission to Global Fund
TRP engagement	No TRP review, unless there are material programmatic changes. TRP as GAC partner.	Regular Comprehensive review of strategic priorities and investment approach	Tailored Targeted/strategic feedback on proposed investments	TRP Oversight Upfront TRP pre-shaping to provide guidance on priority investments. TRP as GAC partner	

CCM Steps

PR Steps

CCMs are expected to ensure inclusive Country Dialogue takes place throughout application development and Grant-making

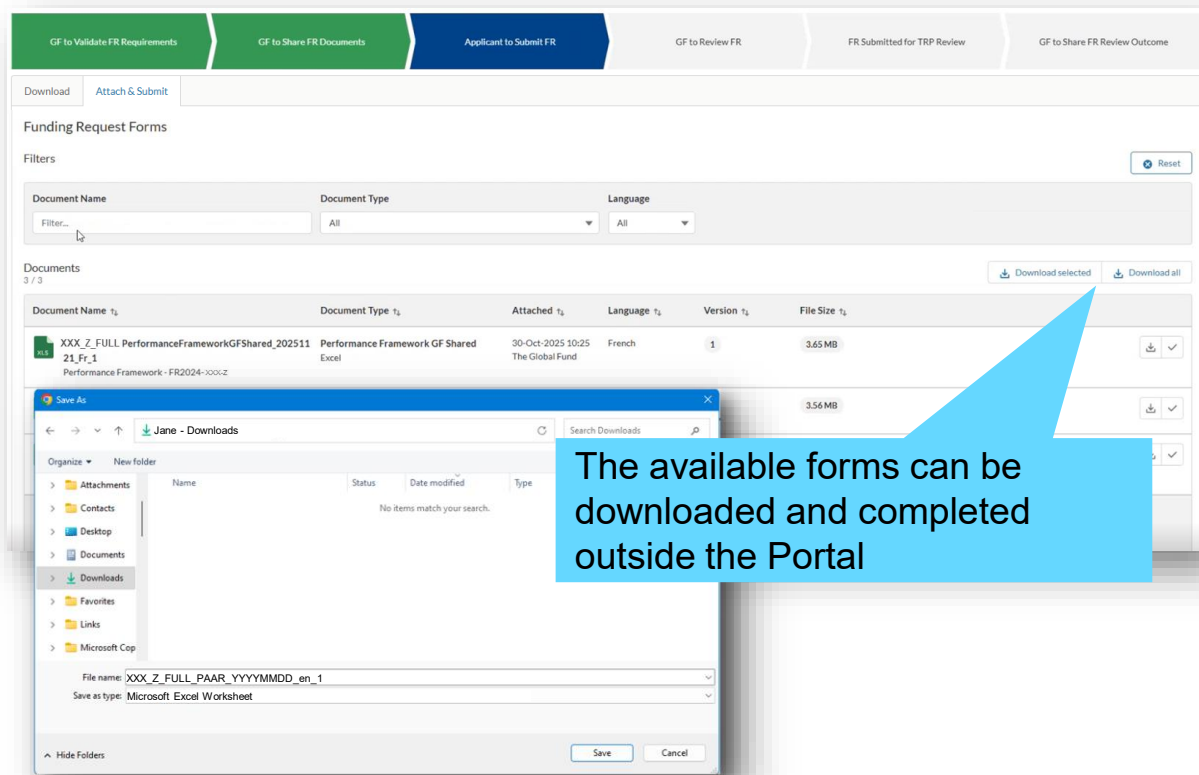


Early discussion with your CT to identify the most appropriate pathway is key. If GRFR is selected, early selection of PRs is critical.



Funding Requests are managed through the [Partner Portal](#)

New in GC8: FRs are accessed and submitted via the Partner Portal. The Partner Portal is the external-facing Global Fund platform to communicate and share deliverables between CCMs, PRs and the Secretariat.



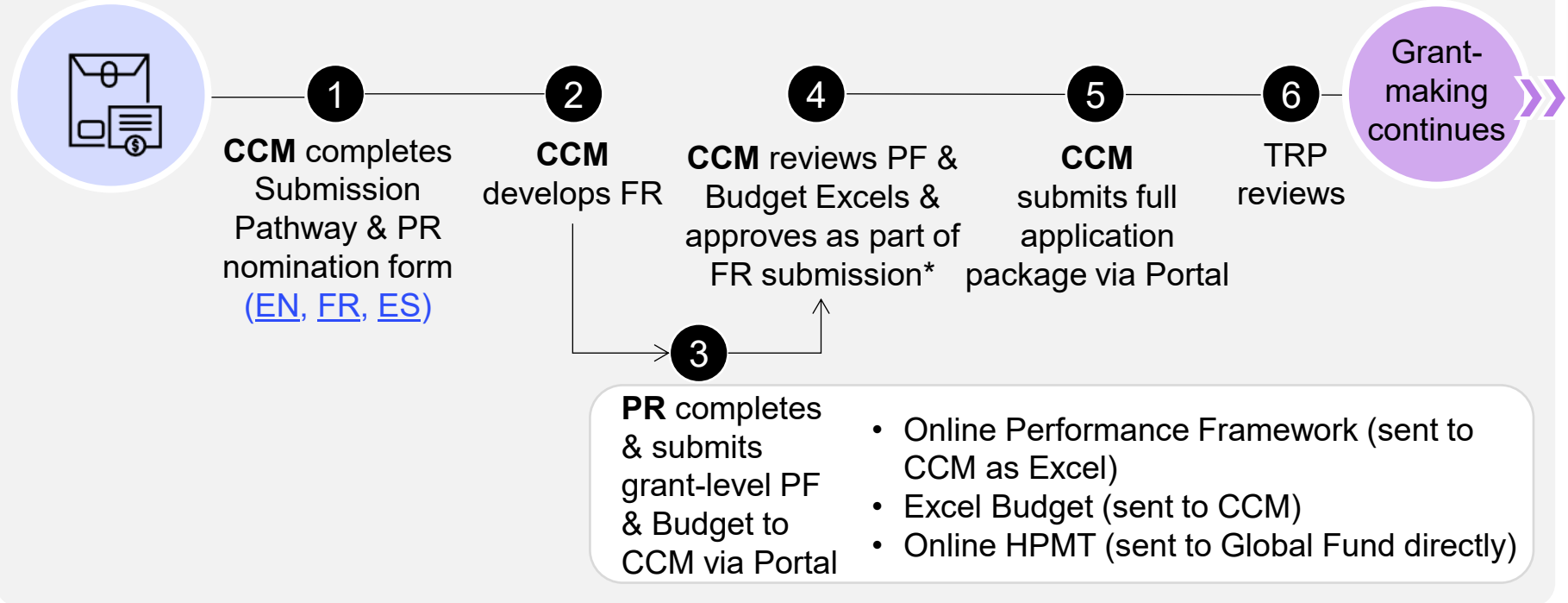
- ✓ **Facilitates** online interactions between CCMs, PRs & The Global Fund Secretariat
- ✓ **Provides one entry point** to access portfolio-specific application documents for download, completion and submission by CCMs & PRs
- ✓ **Improves visibility** and enables complete submissions (e.g., overall status, required application documents & submission status on screen, email notifications)
- ✓ **Ensures quality data** (financial, programmatic, procurement etc.) from the start, through the introduction of data quality checks for PRs & CTs

Key steps for the Grant-ready Funding Request Submission Pathway in the Partner Portal



Description

The CCM nominates existing PRs, who develop grant PFs and Budgets for inclusion in the CCM's FR submission. No consolidation required.



Benefits

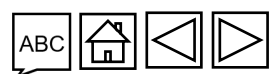
- ✓ Expedites grant negotiations
- ✓ Reduces manual rework
- ✓ Ensures strong grant design from the start

Eligibility

PR(s) included in the Funding Request **are all continuing PR from GC7**

⚠ Early nomination of PR is critical

CCMs planning to register to **any 2026 TRP Window** confirm their Submission Pathway & TRP Window to CT through the [designated form](#) **no later than 30 days upon receipt of the Allocation Letter.**



Key steps for the Classic Funding Request Submission Pathway in the Partner Portal



Description

CCM develops the FR package, including one consolidated PF and Budget covering the full FR. The CCM is encouraged to engage early with PRs.

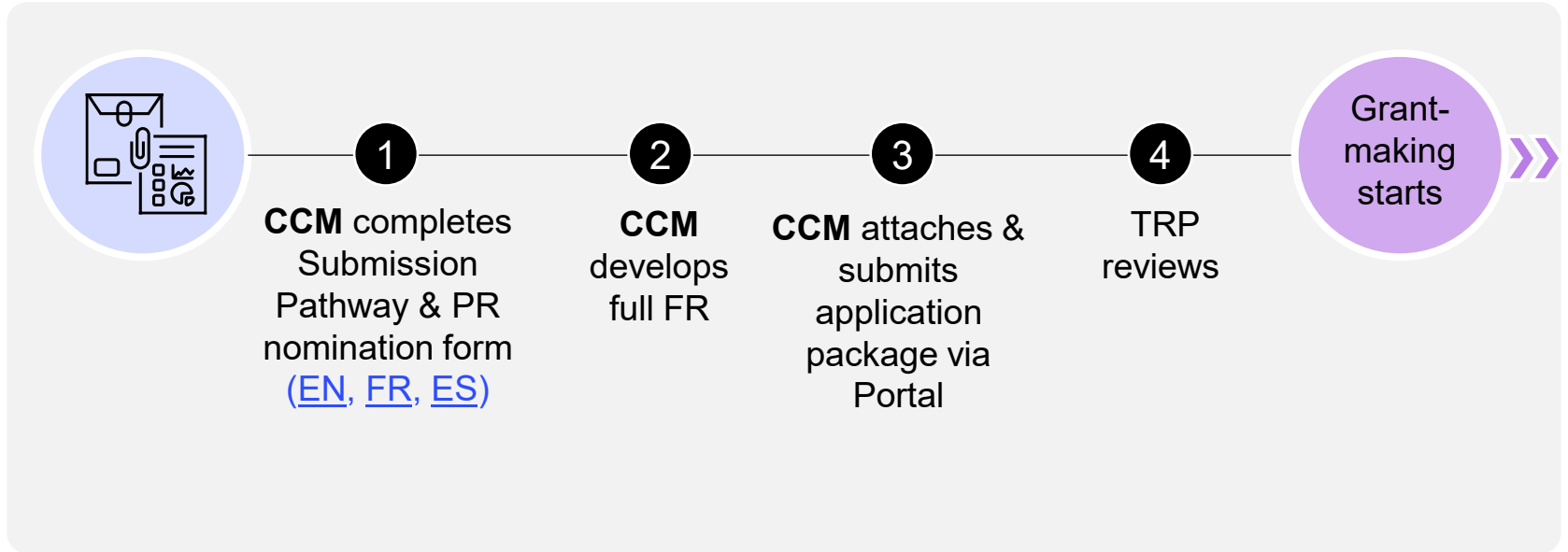
Benefits

- ✔ Ensures a rigorous FR process in case of significant changes to investment priorities and/or implementation arrangements

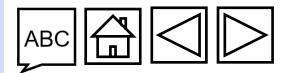
Eligibility

For applicants nominating a **new PR for one or more grants**, or who choose to use the Classic pathway

 **Early nomination of PR still recommended**




















CCMs planning to register to **any 2026 TRP Window** confirm their Submission Pathway & TRP Window to the CT through the [designated form](#) no later than **30 days upon receipt of the Allocation Letter**.





System Notifications Overview







Notifications sent to CCMs & PR throughout the Funding Request submission process

Step	CCM 	PR 	Global Fund 	Notification	 Grant - ready	 Classic
3. Global Fund shares FR docs with CCM	•		(•)	Invitation to start FR application		
6. Global Fund shares PF & Budget with PR in Portal	•	★	(•)	Grant-level forms are available for the PR in the Portal		
9. PR shares grant-level PF & Budget with CCM	•	★	•	Grant-level forms have been shared with the CCM		
10. CCM requests PR resubmission	(•)	•	(•)	Grant-level forms have been sent back for correction from the CCM to the PR		
12. CCM submits FR to Global Fund	•		(•)	Confirmation of FR submission		
13. Global Fund submits FR internally	•		(•)	FR shared internally for TRP review		
Global Fund request for Resubmission (if required)						
Global Fund requests CCM to resubmit FR documents	•		(•)	FR documents returned for resubmission		
Global Fund requests CCM & PR to resubmit PF / Budget	•	•	(•)	PF / Budget returned for resubmission		

Legend

- : To
- (•): CC
- ★ dedicated notification to PR
-  **Live**
-  Upcoming

Characteristics of the GC8 required documents*


Document Name		FR Module (CCM)**	GM Module (PR)**
Application Form		Word	-
Performance Framework (Classic) 	Core documents	Excel	-
Grant-level Performance Framework  (Required for Grant-ready FR)		-	NEW Online
Budget (Classic) 		Excel	-
Grant-level Budget  (Required for Grant-ready FR)		-	Excel
Health Products Management Template (HPMT)  (Required for Grant-ready FR – only for HI/Core portfolios)		-	NEW Online
Prioritized Above Allocation Request 		Excel	-
Programmatic Gap Tables (HIV – TB – Malaria‡)	Other supporting docs	Excel	-
Funding Landscape Table		Excel	-
Funding Priorities from Civil Society and Communities		Word	-
CCM Statement of Compliance		Word	-
CCM Endorsement		Excel	-
National Strategic Plans, Sustainability and Transition documentation, Transition Workplan etc.		No Global Fund templates - free form	-

* See [Application Materials](#) on the Global Fund website for details on the document requirements for each Application Approach.

** Under the 'Download' tab in the respective FR or GM module in the Partner Portal.






‡ [Link to the Roll Back Malaria form](#) that is to be used.

Additional information on the GC8 FR documents and submission can be found [here](#)

 System-generated: applicant or grant-specific document






Performance Framework in Partner Portal for GC8

	<p style="text-align: center;"></p> <p>Advance grant PF development</p> <ul style="list-style-type: none"> • Completes the online PF for each grant in the Portal, including running Data Quality Checks <i>Note:</i> An Excel collaboration file is available for the PR to extract, with the online PF data, at any time • Once completed, submits to the CCM in the Portal. An Excel PF is extracted and shared with the CCM in the Portal 	<p style="text-align: center;"></p> <ul style="list-style-type: none"> • Downloads a copy of the completed PF(s) as an Excel to review • Confirms acceptance as part of the Funding Request submission by marking the file(s) as final in the Portal or requests the PR to resubmit 	<p style="text-align: center;"> The Global Fund</p> <ul style="list-style-type: none"> • Once submitted by the CCM, reviews the online PF and DQC outcomes. Edits as needed or requests resubmission from the PR and CCM
	<p style="text-align: center;">N/A</p>	<ul style="list-style-type: none"> • Downloads the portfolio-specific Excel PF, from the Portal • Completes the Excel PF outside the Portal, then attaches it in the Portal for submission 	<ul style="list-style-type: none"> • Once submitted by the CCM, Excel PF imports automatically and Data Quality Checks (DQCs) are run • Reviews the online PF and DQC outcomes. Edits as needed or requests resubmission

Note: During Grant-making, PRs will have the opportunity to further edit the online PF, irrespective of the FR submission pathway.

Budget in Partner Portal for GC8

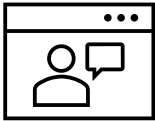
	<p style="text-align: center;">PR</p> <p>Advance grant Budget development</p> <ul style="list-style-type: none"> Downloads, completes & attaches the Excel Budget for each grant in the Portal. Data is automatically imported, and the Summary Budget is visualized. DQCs are run for the PR to make corrections before submitting to the CCM through the Portal Once completed and DQCs have been addressed, submits Excel Budget to the CCM in the Portal 	<p style="text-align: center;">CCM</p> <ul style="list-style-type: none"> Downloads the Excel Budget(s) to review Confirms acceptance as part of the Funding Request submission by marking the file(s) as final in the Portal or requests the PR to resubmit 	<p style="text-align: center;"> The Global Fund</p> <ul style="list-style-type: none"> Once submitted by the CCM, reviews the Excel Budget, Summary Budget visualization and DQC outcomes. Requests resubmission from the PR and CCM or edits internally.
	<p style="text-align: center;">N/A</p>	<ul style="list-style-type: none"> Downloads the portfolio-specific Excel Budget, from the Portal Completes the Excel Budget outside the Portal, then attaches it in the Portal for submission 	<ul style="list-style-type: none"> Excel Budget imports automatically. The Summary Budget is visualized, and Data Quality Checks (DQCs) are run. Reviews the Excel Budget, Summary Budget visualization and DQC outcomes. Requests resubmission from the CCM or edits internally.

Note: During Grant-making, PRs will have the opportunity to further edit the online PF, irrespective of the FR submission pathway.


Complete and accurate GED enables CCMs & PRs to download and submit the FR application package

For GC8, CCMs will submit the Funding Request (FR) through the Global Fund Partner Portal. **Accurate Grant Entity Data (GED) is critical to ensure all assigned CCM members and consultants have access to the Application package in the Funding Request module for CCMs and for PR staff, to the Grant-making module.**




 [Step-by-step demo video on CT approving GED Change Requests in GOS](#)

For CCMs on Updating GED

 Step-by-step [videos](#)

 Step-by-step [GED Guide for CCM Applicants](#)

 **Step-by-step instructions for PRs updating GED in the GED Interactive Guide** [EN](#) | [FR](#) | [ES](#)



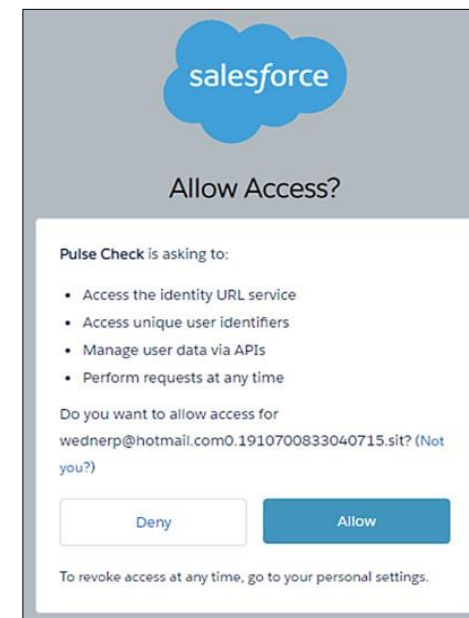
Actions to take

- Contacts with access rights to the **GED App** in the [Global Fund Partner Portal](#) can submit Change Requests to create, update or deactivate an organization and/or contact.
- **CCMs** to verify that all CCM Admin Focal Points are accurately captured in GED; they have been assigned submitter roles automatically (as of March 2026). CCMs should have at least **two submitters**, with at least one being an Admin Focal Point. CCMs are asked to submit a Change Request in GED or reach out to their CT if updates are needed.
- **CCM Admin Focal Points** can also add consultants involved in completing the application as contacts in GED and give them editor rights. Editor or submitter roles can be given to any CCM member contact captured in GED.
- For Grant-ready FR, **PRs access, complete and submit grant-level forms** (online PF, Budget, online HPMT) through the Partner Portal Grant-making module.

Log in to the Partner Portal

- Sign into the [Global Fund Partner Portal](#) by entering your user ID (e.g. [***@ext.theglobalfund.org](#)).
- Then, click **Next**.
- Enter your password and click **Sign in**.
- Click **Yes** to stay signed into the site.
- In the Allow Access screen, click **Allow**. This opens up the Funding Request page.
- **Note: Chrome** is the recommended browser



CCM STEPS

Process Overview

Partner Portal Steps

	Classic FR	Grant-ready FR
Step 1. Prepare for Funding Request	•	•
Step 4. Download Funding Request (FR) Documents	•	•
Step 10. Review Grant-level Performance Framework (PF) & Budget	N/A	(coming soon)
Step 12. Attach FR Documents & Submit FR	(coming soon)	(coming soon)
Step 14. Global Fund Country Team submits FR for TRP Review	(coming soon)	(coming soon)
Step 15. Global Fund communicates TRP review outcome with CCM	(coming soon)	(coming soon)

Grant-ready & Classic Funding Requests

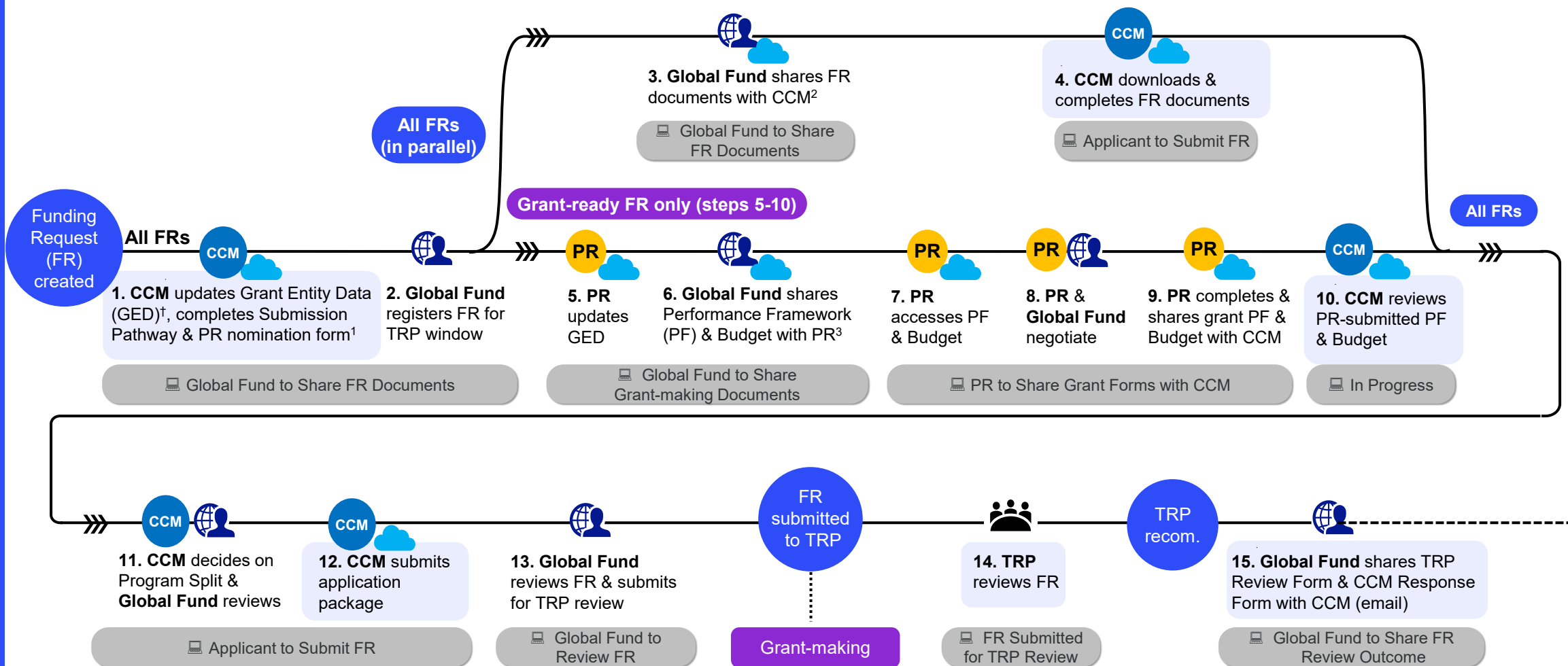
Process Overview

Last updated: March 2026



Focus of this section

- CCM (blue circle)
- PR (yellow circle)
- Technical Review Panel (TRP) (people icon)
- The Global Fund (globe icon)
- Partner Portal step (cloud icon)
- Partner Portal status (document icon)



Notes. The CCM completes system steps in the Partner Portal FR module and the PR in the Partner Portal Grant-making module; GED is handled through the Partner Portal GED app. See [GED Interactive Guide](#) & [GED Guide for CCMs](#)

† As applicable

¹ See [GC8 PR Nomination Guidance](#)

² For Grant-ready FR, PF & Budget shared with PR directly, see step 6

³ For the HPMT, see HPMT materials (link forthcoming)

Introduction & Access

Process Overview

Prepare

Download

Review

Attach & Submit

PR Steps

Resources & Support

Step 1. Prepare for Funding Request (1/3)

CCM updates Grant Entity Data (GED) as needed



Introduction & Access

Process Overview

Prepare

Download

Review

Attach & Submit

PR Steps

Resources & Support

English Français Español

Search... SEARCH [User Profile] CCM TEST ...

HOME ORGANIZATION INFORMATION

Organization Information Non-CCM Afghanistan

Update Organization **Create Contact** Update Contact

Organization Short Name: Non-CCM Afghanistan
Organization Grant Abbreviation: [blank]
Integration Status: [blank]
#Open Change Requests for Organization: 0
#Open Change Requests for Contacts: 2
#Open Change Requests for Banking: 0

DETAILS ACCOUNT ROLES CONTACTS BANKING DETAILS CHANGE REQUESTS FILES MORE

Organization Details

Organization Name: Non-CCM Afghanistan
Organization Short Name: Non-CCM Afghanistan
Parent Account: [blank]
Website: [blank]
Communication Language: English

Address Information

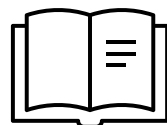
Organization Details (CM Only)

Role: Coordinating Mechanism

Representation by age group <18: 0
Representation by age group 18 - 25: 0
Representation by age group 26-40: 0
Representation by age group 41-60: 0
Representation by age group >60: 0

% Representation by age group 26-40: 0%
% Representation by age group 41-60: 0%
% Representation by age group >60: 0%

To either create a NEW member (external consultants, new CCM members) or update an EXISTING member, with access to the new FR module in the Partner Portal, click **Create Contact** or **Update Contact** respectively



For **step-by-step** instructions, consult the [GED Guide for CCM Applicants](#)

Step 1. Prepare for Funding Request (2/3)

CCM to assign any new or existing contact permission as “Submitter” or “Editor”, as needed



- Introduction & Access
- Process Overview
- Prepare
- Download
- Review
- Attach & Submit
- PR Steps
- Resources & Support

English Français Español

Search...

Create Contact / Update Contact

- Signatory for Legally-Binding Documents
- Member of the Oversight Committee
- Member of the Executive Committee

Note: This will be automatically ticked if the selected Role is...

- Access to Grant Deliverables

Grant Deliverables Access Type

- Please select
- Please select
- Editor
- Submitter

ensure transparency. If there are compelling reasons for not having your relevant personal data published on Global Fund digital platforms please tick this box. Please note that even if you tick this box, the Global Fund may disclose your email address to relevant partners and third parties. The Global Fund is committed to respecting the dignity and privacy of people, while balancing such rights with the Global Fund values of transparency, accountability and the ability to carry out its mission. For further information refer to the

Previous Next

Click Next

Select the **Grant Deliverables Access Type** for the existing contact: Submitter or Editor

ONLY Submitters have the right to submit the final FR

CCMs need to have **at least 2 submitters** with 1 being an Admin Focal Point

To provide access to the FR module in the Partner Portal for a new or existing contact, check/toggle the new **Access to Grant Deliverables** field as shown

For **step-by-step** instructions, consult the [GED Guide for CCM Applicants](#)

Step 1. Prepare for Funding Request (3/3)

CCM shares CCM Confirmation of Submission Pathway & PR Nomination Form



CCM Confirmation of Submission Pathway & PR Nomination Form template ([EN](#), [FR](#), [ES](#)) available on the [website](#)
(Country Resources > Grant Life Cycle > Applying for Funding > Application Materials > CCM Documents)

THE GLOBAL FUND

CCM Confirmation of Submission Pathway & PR Nomination Form

Portfolio	Please enter text
Component(s)	Please enter text
Allocation Cycle	Grant Cycle 8 (GC8)

The Country Coordinating Mechanism¹ (CCM) submits **one form per Funding Request** to confirm its intention for the GC8 (i) submission pathway, (ii) TRP window, and (iii) PR nomination.

Application Approach	Available Submission Pathway(s)
Full Review	Grant-ready Funding Request
Tailored for Focused	or
Tailored for Transition (HI/Core/Focused)	Classic Funding Request
Program Continuation	Program Continuation Submission
CCM Investment Priorities	Investment Priorities Request

The application approach is communicated in the Allocation Letter and defines the available submission pathways.

i. Application Approach:

ii. TRP Window:

iii. Submission Pathway:

iv. PR Nomination:

1. **Download** the form ([EN](#), [FR](#), [ES](#)) - from the [website](#)

2. **Complete** the form - outside the Portal

3. **Share** the form - by email with CT

CCMs planning to register to **any 2026 TRP Window** confirm their Submission Pathway & TRP Window to CT through the designated form **no later than 30 days upon receipt of the Allocation Letter**.

GRFR. This form is a **pre-requisite** for sharing grant-level forms with the PR

Step 4. Download Funding Request Documents (1/7)

CCM accesses Funding Request in the Partner Portal



1. Open the notification email you received from the Global Fund



Subject: **[Funding Request]** - Invitation to start Funding Request application for COUNTRY COMPONENT

Dear Applicant COUNTRY,

The Global Fund invites you to initiate the Classic or Grant-ready Funding Request process for COUNTRY COMPONENT FUNDING REQUEST NUMBER. The required documents have been shared by the Global Fund and are available in the Partner Portal.

[Next steps]: Please click this [link](#) to access the Funding Request in the Partner Portal, complete and submit the Funding Request application documents to the Global Fund.

Please note that all the Funding Request documents must be submitted through the Partner Portal only. Only the CCM members that have been provided Partner Portal access through GED will be able to use the above link.

If you have any queries regarding the Funding Request, contact your Country Team directly.

This is an automated message from the Global Fund Partner Portal. Please do not reply.

Support and resources:

1. To access the Partner Portal go to: <https://portal.theglobalfund.org>
2. Visit this [page](#) to access the Funding Request resources.
3. If you forgot your password, go to: <https://passwordreset.microsoftonline.com>. You can contact country.support@theglobalfund.org if you face any system issues.
4. Chrome is the recommended browser to access the Partner Portal.

2. Click the link provided in the email to access the Funding Request within the Partner Portal

Note: You can access the Funding Request by going to the Partner Portal at <https://portal.theglobalfund.org>
Refer to [How to Login to Partner Portal details](#) if needed.

Step 4. Download Funding Request Documents (2/7)

CCM accesses Funding Request in the Partner Portal



English Français Español

Report an Issue

THE GLOBAL FUND

Home Funding Request

3. Click on Funding Request

4. Click on the tile of the Funding Request you are working on

Funding Request

Funding Requests

Active (3)

FR0000-XXX-T

Allocation Cycle
2026-2028

Country or Group of Countries
Country 1

Component(s)
Tuberculosis

Proposed IP Dates
1-Jan-2029 - 31-Dec-2031

Funding Request Review Window
FR Window R1

Application Approach (current)
Full Review

Is TRP Review Required?

Status
Applicant to Submit FR

FR0001-XXX-M

Allocation Cycle
2026-2028

Country or Group of Countries
Country 2

Component(s)
Malaria

Proposed IP Dates
1-Jul-2027 - 30-Jun-2030

Funding Request Review Window
FR Window R1

Application Approach (current)
Tailored for Focused (TRP Opt-in)

Is TRP Review Required?

Status
Applicant to Submit FR

FR0002-XXX-H

Allocation Cycle
2026-2028

Country or Group of Countries
Country 3

Component(s)
HIV/AIDS

Proposed IP Dates
1-Jan-2027 - 31-Dec-2029

Funding Request Review Window
FR Window R1

Application Approach (current)
Tailored for Transition (HI/Core)

Is TRP Review Required?

Status
GF to Review FR

Process Overview

Prepare

Download

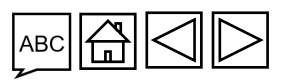
Review

Attach & Submit

PR Steps

Resources & Support

Note: Refer to [How to Login to Partner Portal details](#) if needed



Step 4. Download Funding Request Documents (3/7)

CCM downloads FR documents



- Introduction & Access
- Process Overview
- Prepare
- Download**
- Review
- Attach & Submit
- PR Steps
- Resources & Support

Home [Funding Request](#)

Funding Request > FR0001-XXX-T

FR0001-XXX-T

Name FR0001-XXX-T	Proposed IP Dates 1-Jan-2027 - 31-Dec-2029
Allocation Cycle 2026-2028	Funding Request Review Window FR Window R1
Country or Group of Countries Country 1	Application Approach (current) Full Review
Component(s) Tuberculosis	Is TRP Review Required? <input checked="" type="checkbox"/>
Type Allocation, PAAR	Funding Request Review Outcome
Currency USD	



Download Attach & Submit

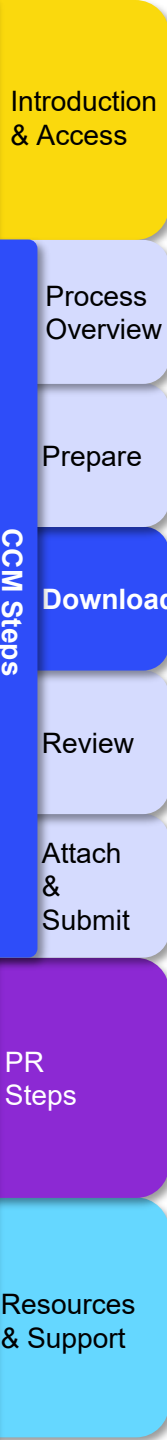
Funding Request Forms

5. Click on the Download tab

Note: The chevron is at **Applicant to Submit FR** when the Funding Request has been shared with the CCM by the Global Fund

Step 4. Download Funding Request Documents (4/7)

CCM downloads FR documents



Note: The **Funding Request Forms** section contains the Performance Framework (PF), Budget and Prioritized Above Allocation Request (PAAR) forms. It is **mandatory** to use these specific templates to complete these forms.
Classic FR: The PF & Budget Excel are **included**
Grant-ready FR: PF & Budget Excel are **excluded** as the PR will prepare and share the final versions with the CCM through the Partner Portal, once completed



Download Attach & Submit

Funding Request Forms **You will arrive to the Funding Request Forms section**

Filters Reset

Document Name	Document Type	Language
Filter...	All	All

Documents 3 / 3 Download selected Download all

Document Name	Document Type	Attached	Language	Version	File Size	
XXX_T_FULL_PerformanceFrameworkGFShared_20260324_En_1 Performance Framework GF Shared - FR0001-XXX-T	Performance Framework GF Shared Excel	20-Feb-2026 11:16 The Global Fund	English	1	3.98 MB	
XXX_T_FULL_PrioritizedAboveAllocationRequestPAA RGFShared_20260324_En_1 Prioritized Above Allocation Request (PAAR) GF Shared - FR0001-XXX-T	Prioritized Above Allocation Request (PAAR) GF Shared Excel	20-Feb-2026 11:16 The Global Fund	English	1	175.61 KB	
XXX_T_FULL_BudgetGFShared_20260324_En_1 Budget - FR0001-XXX-T	Budget GF Shared Excel	18-Mar-2026 14:12 The Global Fund	English	1	3.60 MB	

6. To **download** the PF, Budget or PAAR individually, select them by clicking on the box in the relevant row then click **Download Selected**. To download all documents at once, click **Download All**.

Step 4. Download Funding Request Documents (5/7)

CCM downloads FR documents



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The screenshot shows a 'Save As' dialog box in a web browser. The dialog is open to the 'Downloads' folder. The file name is 'XXX_Z_FULL_PAAR_YYYYMMDD_en_1' and the save type is 'Microsoft Excel Worksheet'. The background shows a web application interface with a list of documents. The list has columns for 'Document Name' and 'Status'. The first document is 'XXX_T_FULL_Perform 0324_En_1' with a status of 'Performance Framework'. The second is 'XXX_T_FULL_Prioritiz RGFSHared_2026032' with a status of 'Prioritized Above Alloc' and 'FR0001-XXX-T'. The third is 'XXX_T_FULL_Budgett Budget - FR0001-XXX-T'.

Step 4. Download Funding Request Documents (6/7)



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CCM downloads FR documents



Note: The **Other Supporting Documents** section includes other Funding Request requirements. Some have specific forms that are available for download. For any other required documents that do not have a Global Fund form provided, you can submit your own documents in the format of your choice, as long as they provide the required information.

Download Attach & Submit

8. Scroll down to the section for Other Supporting Documents

- i** The following document types do not have templates available for download:
- Assessment of Barriers to HIV, TB and Malaria Health Services
 - Application Form
 - National Strategic Plan - Health Sector
 - National Strategic Plan - Other
 - National Strategic Plan - TB
 - Referenced Annex - Other
 - Sustainability and Transition-related Documentation

9. Click on the download link

Documents
5

Document Name ↑↓	Document Type ↑↓	Language ↑↓	
CCM Endorsement of Funding Request cr_gc8-ccm-endorsement_form_en	CCM Endorsement of Funding Request Excel	English	
CCM Statement of Compliance cr_gc8-ccm-statement-compliance_template_en	CCM Statement of Compliance Word	English	
Funding Landscape Table cr_gc8-funding-landscape-hi-core_table_aa	Funding Landscape Table Excel	Multilingual	
Funding Priorities from Civil Society and Communities cr_gc8-funding-priorities-civil-society-communities_annex_en	Funding Priorities from Civil Society and Communities Word	English	

Step 4. Download Funding Request Documents (7/7)

CCM downloads FR documents



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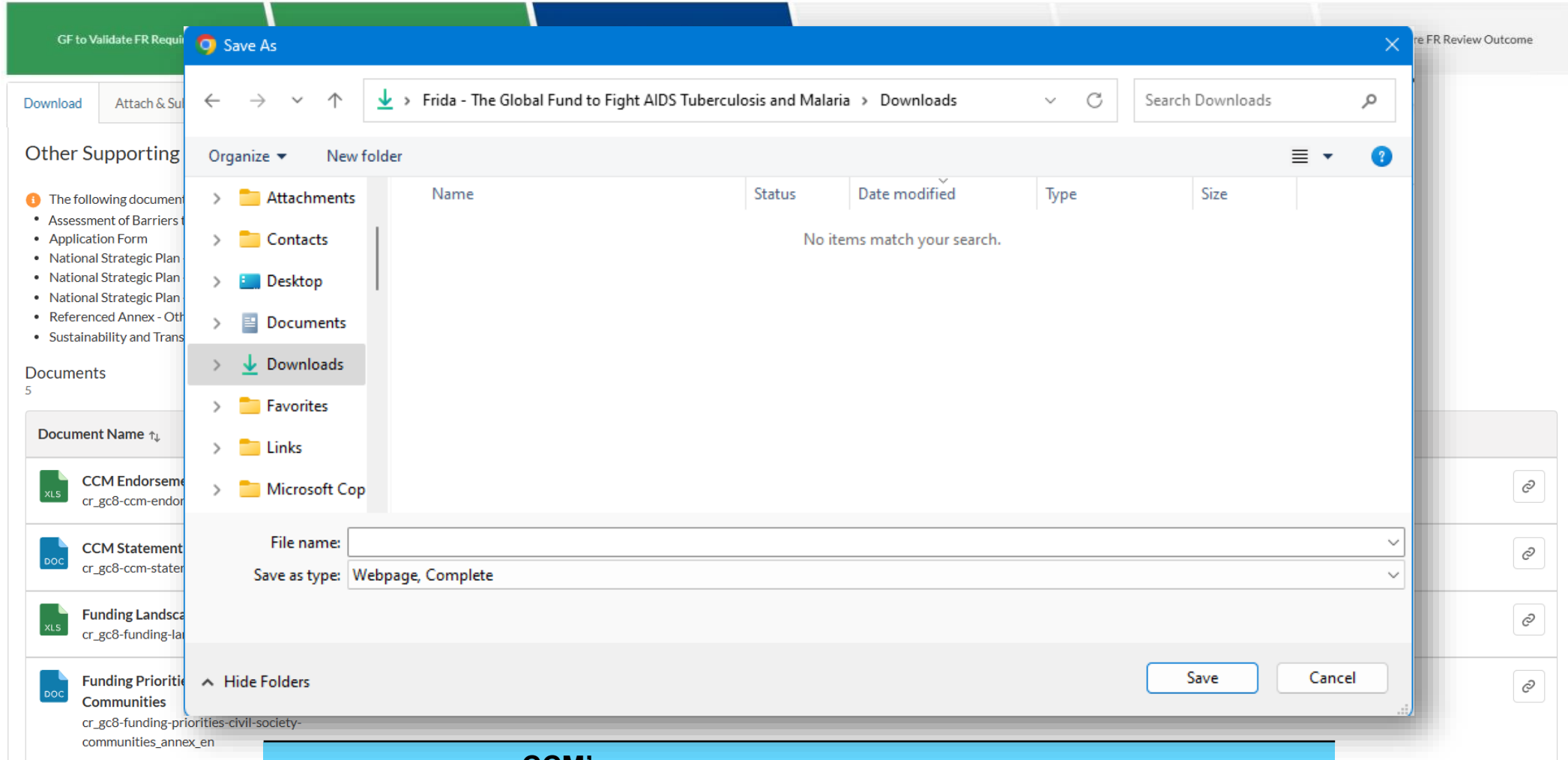
Download

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CCM's process resumes

GRFR
Classic

[Step 10 – Review Grant-level PF & Budget \(after PR Steps 7-9\)](#)

[Step 12 – Attach FR Documents & Submit FR](#)

Step 10. Review Grant-level PF & Budget



Coming soon

These instructions will be updated once updates to the Partner Portal have been made. Dedicated update communications will be sent to CCMs and PRs (May 2026)

Note: This step is **only applicable for Grant-ready Funding Requests** upon PR submission of the grant-level forms ([Step 9](#)).

Step 12. Attach FR Documents & Submit



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Coming soon

These instructions will be updated once updates to the Partner Portal have been made. Dedicated update communications will be sent to CCMs and PRs (May 2026)

Step 12. Attach FR Documents & Submit

Optional - Resubmission of FR documents from the CCM requested from Global Fund



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Coming soon

These instructions will be updated once updates to the Partner Portal have been made. Dedicated update communications will be sent to CCMs and PRs (May 2026)

Step 14. Global Fund submits FR for TRP Review



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Coming soon

These instructions will be updated once updates to the Partner Portal have been made. Dedicated update communications will be sent to CCMs and PRs (May 2026)

Step 15. Global Fund communicates TRP review outcome



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Coming soon

These instructions will be updated once updates to the Partner Portal have been made. Dedicated update communications will be sent to CCMs and PRs (May 2026)

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Grant-ready Funding Request (only)

[Step 5. Update GED](#)

[Step 7. Access Grant-level PF & Budget](#)

[Step 9. Complete & Share Grant-level PF & Budget](#) *(sharing coming soon)*



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Grant-ready & Classic Funding Requests

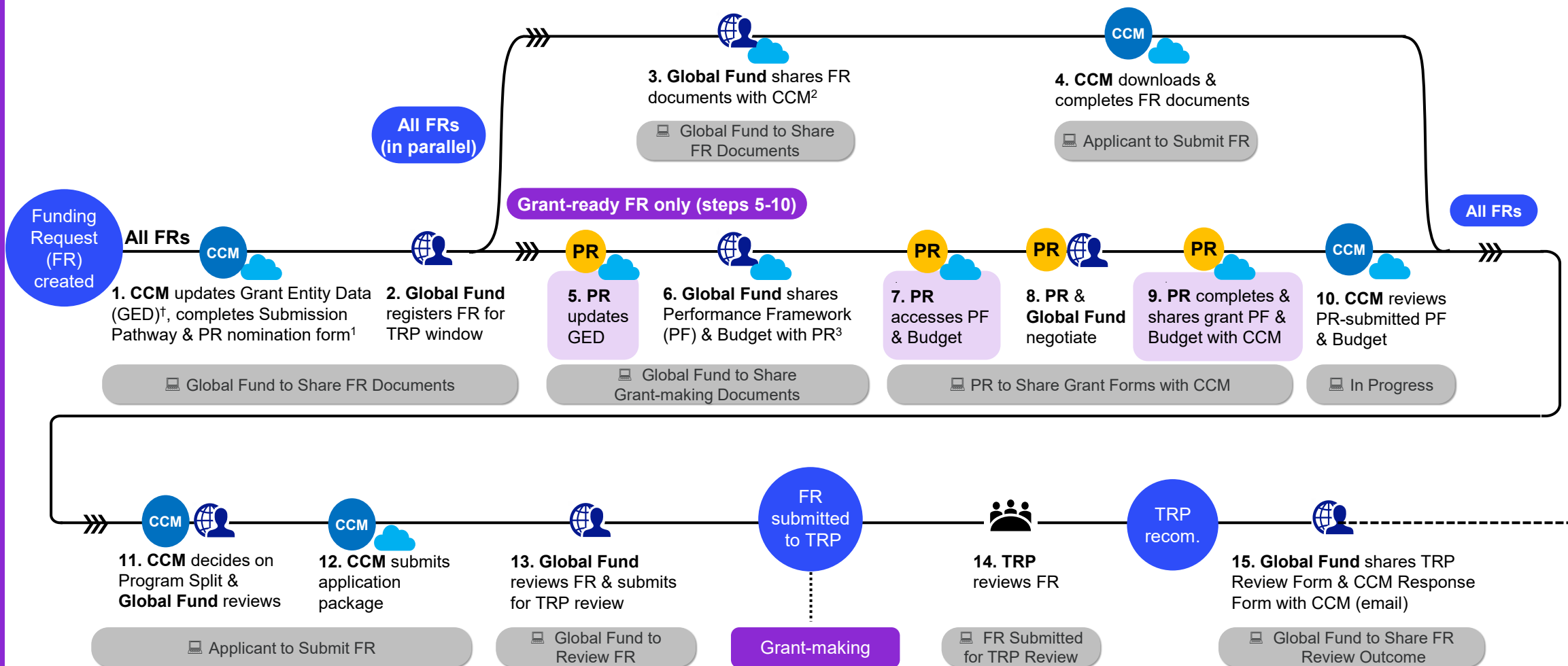
Process Overview

Last updated: March 2026



Focus of this section

- CCM CCM
- PR PR
- Technical Review Panel (TRP)
- The Global Fund
- Partner Portal step
- Partner Portal status



Notes. The CCM completes system steps in the Partner Portal FR module and the PR in the Partner Portal Grant-making module; GED is handled through the Partner Portal GED app. See [GED Interactive Guide](#) & [GED Guide for CCMs](#)

[†] As applicable

¹ See [GC8 PR Nomination Guidance](#)

² For Grant-ready FR, PF & Budget shared with PR directly, see step 6

³ For the HPMT, see HPMT materials (link forthcoming)

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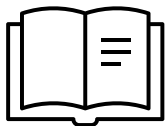
Step 5. Update GED



For GC8 FR/GM, **PRs** complete key process milestones in the Partner Portal :

- **Grant-ready Funding Request:** PRs access, complete and submit grant-level forms (online PF, Excel Budget, online HPMT) through the Partner Portal Grant-making module
- **Grant-making:** PRs access, complete and submit the Grant-making package, including the online PF, Excel Budget, online HPMT and other required documents, through the Partner Portal Grant-making module

Accurate Grant Entity Data (GED) is critical to ensure all relevant PR staff (including those working on programmatic, financial, and procurement planning) have access to the Partner Portal



For step-by-step instructions, **PRs** can consult the **GED Interactive Guide** [EN](#) | [FR](#) | [ES](#)

Step 7. Access Grant-level PF & Budget (1/6)

PR accesses Partner Portal



1. **Open** the notification email you received from the Global Fund.



Subject: [Funding request] - Performance Framework and Budget for COUNTRY - IP NAME are available in the Partner Portal

Dear recipient,

The Global Fund has shared the Performance Framework and Budget for COUNTRY - IP NAME.

[Next steps]: Click this [link](#) to access the documents in the Partner Portal.

Engage with the CCM and the CT to prepare and finalize the documents. Once finalized, share the Performance Framework and Budget with the CCM through the Partner Portal for inclusion in the funding request submission. The completed HPMT (as applicable) is shared directly with the Global Fund for review.

This is an automatic message from the Global Fund Partner Portal. Do not reply.

Support and resources:

- To access the Partner Portal go to: <https://portal.theglobalfund.org>
- Visit this [page](#) to access the Funding Request resources.
- If you forgot your password, go to: <https://passwordreset.microsoftonline.com>.
- You can contact country.support@theglobalfund.org if you face any system issues.
- Chrome is the recommended browser to access the Partner Portal.

2. **Click the link** provided in the email to access the Funding Request within the Partner Portal

Note: Refer to [How to Login to Partner Portal details](#) if needed

Step 7. Access Grant-level PF & Budget (2/6)

PR accesses Partner Portal



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 - Complete & Share
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Report an Issue Tracey Burton

THE GLOBAL FUND

Home Grant-making

3. Click on **Grant-making**

Grant-making

Grant-making

Guidance

XXX-X-XXXX
Implementation Period Start Date
1-Jan-2027

Implementation Period End Date
31-Dec-2029

Grant-making Status
[Funding Request] PR to share grant forms with Applicant

GAC Meeting Date

XXX-X-XXXX
Implementation Period Start Date
1-Jan-2028

Implementation Period End Date
31-Dec-2030

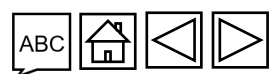
Grant-making Status
[Funding Request] PR to share grant forms with Applicant

GAC Meeting Date

4. Click on the **tile**

Note: Refer to [How to Login to Partner Portal details](#) if needed

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Step 7. Access Grant-level PF & Budget (3/6)

PR accesses Partner Portal



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THE GLOBAL FUND

Home Grant-making

Grant-making > XXX_X_XXXX

IP Details

TRP Review Window FR Window R1	Allocation Utilization Period Dates 1-Jan-2027 - 31-Dec-2029	Organization representative for notice
TRP Review Outcome	Prospective Implementation Period Dates 1-Jan-2027 - 31-Dec-2029	
Implementation Period Name XXX_X_XXXX_P0X	GAC Meeting Date	
Implementation Period Currency EUR		

Note: The chevron is at [Funding Request] PR to share grant forms with Applicant



Download Performance Framework Attach & Submit

3 tabs available:

- Download** ([more details here](#))
 - Grant-level documents shared by Global Fund (Excel Budget, additional guidance, etc.)
- Performance Framework** ([more details here](#))
 - Access to the online PF
- Attach & Submit** ([more details here - forthcoming](#))
 - Excel Budget to be attached and shared with CCM

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Step 7. Access Grant-level PF & Budget (4/6)

PR downloads Budget Excel



Download Performance Framework Attach & Submit

5. Scroll down and click on **Download** tab

Grant-making Forms

Filters

Reset

Document Name: Filter... Document Type: All Language: All

Documents

2 / 2

Download selected Download all

Document Name	Document Type	Attached	Language	Version	File Size	
XXX_X_XXXX_PerformanceFrameworkGFShared_1 ed_1 Performance Framework – XXX-X-XXXX	Performance Framework GF Shared Excel	20-Mar-2026 17:15 The Global Fund	English	1	4.00 MB	Download icon
XXX_X_XXXX_BudgetGFShared_2 Budget – XXX-X-XXXX	Budget GF Shared Excel	20-Mar-2026 17:16 The Global Fund	English	2	3.60 MB	Download icon

6. Click on **Download** icon for the **Budget**

Step 7. Access Grant-level PF & Budget (5/6)


PR downloads Budget Excel



A pop-up window opens

7. Click **Save**

8. Open the Budget Excel file on your desktop and complete

 [Financial guidance](#)

Note: if HPMT Applicable, make sure to **copy and paste these lines in the Budget – HP tab**
HPMT guidance can be found [here](#)

Step 7. Access Grant-level PF & Budget (6/6)

PR accesses online PF **NEW**



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9. Scroll down and click on **Performance Framework** tab

Home Grant-making

[Funding Request] Global Fund to share FR documents with Applicant | [Funding Request] Global Fund to share grant forms with PR | [Funding Request] PR to share grant forms with Applicant | [Funding Request] In progress

Download **Performance Framework** Attach & Submit

Overview **Goals Objectives Impact Indicators Outcome Indicators Coverage Indicators Work Plan Tracking Measures**

Here are the different **sub-tabs** of the PF (similar structure to the previous Excel)

Refresh **Generate Excel** Expand All Collapse All

Tip: To work on the PF outside of the Partner Portal, you can click 'Generate Excel' to extract the online PF data into an Excel file

Overview

Implementation Period

Grant XXX-X-XXXX	Geography Country	Includes Payment for R
IP start date 1-Jan-2027	IP end date 31-Dec-2029	AUP start date 1-Jan-2027

Reporting Periods

Principal Recipients

Modules

Interventions (Only required if you have Work Plan Tracking Measures)

10. Click **Edit / Add** button to fill in each section & sub-section

Edit

+ Add

+ Add

Note:
Modular Framework Handbook available here: [English](#) | [Spanish](#) | [French](#)
Separate PF guidelines forthcoming (April 2026)

THE GLOBAL FUND



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Step 9. Complete & Share Grant-level PF & Budget



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Coming soon

These instructions will be updated once updates to the Partner Portal have been made. Dedicated update communications will be sent to CCMs and PRs (May 2026)

Step 9. Complete & Share Grant-level PF & Budget

Optional – Resubmit PF&/or Budget as requested



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Coming soon

These instructions will be updated once updates to the Partner Portal have been made. Dedicated update communications will be sent to CCMs and PRs (May 2026)

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Operational Policy & Procedures

- [OPN](#) & [Operational Procedures](#) on Apply for Funding & Sign Quality Grants
- [Operational Policy Manual](#)

Funding Request Guidance

- GC8 Essentials [English](#) | Français | Español (*forthcoming*)
- Accessing your GC8 allocation [English](#) | [Français](#) | [Español](#)
- Country Resources [Applying for Funding section](#)
- Information Sessions [Applying for Funding section](#)
- Video demos [Funding Request: Partner Portal Demos](#)

Additional Resources

- GED Guide for CCM Applicants [English](#) | [Français](#) | [Español](#)
- GED Interactive Guide (PR) [English](#) | [Français](#) | [Español](#)
- Guidelines for Grant Budgeting [English](#) | [Français](#) | [Español](#)
- GC8 Modular Framework [English](#) | [Français](#) | [Español](#)
- HPMT Partner Portal Manual (*forthcoming*)

List of Acronyms & Abbreviations



CCM	Country Coordinating Mechanism	PAAR	Prioritized Above Allocation Request
CT	Country Team	PF	Performance Framework
DQC	Data Quality Checks	PP	Global Fund Partner Portal
FR	Funding Request	PR	Principal Recipient
GED	Grant Entity Data	SB	Summary Budget
GF	Global Fund	TRP	Technical Review Panel
GRFR	Grant-ready Funding Request		
IP	Implementation Period		
LFA	Local Fund Agent		
HPMT	Health Product Management Template		

HOW TO

Contact Support for Technical Issues

If you have any questions or encounter technical issues, please contact the Global Fund Country Support team

Partner Portal Home Page

English Français Español

THE GLOBAL FUND

Home Grant-making

A new tab opens:

English | Français | Español

THE GLOBAL FUND

Home All Applications Insights

Report an Issue Tracey Burton

View Tickets

* Category
Grant Making

Urgency
3 - Low

* Title
Enter Title

Description (Please enter the Grant details in the description for support team to investigate)
Enter Description

Available date
Enter Date

Available Time(CET)
Enter Time

Submit Cancel

1. Click **Report an Issue** button

? Report an Issue Tracey Burton

2. Fill in the different fields

3. Click **Submit**

THE GLOBAL FUND

Support available in English, French & Spanish



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