

Revise Grants

Approved on: 23 November 2023; Updated 27 Mar 2025
Approved by: Executive Grant Management Committee
Process Owner: Grant Portfolio Solutions and Support Department
Associated OPN: OPN on Revise Grants

Purpose and Overview

1. This document provides general procedural guidance on grant revisions (hereinafter referred to as “revisions”) and applies to country and multicounty portfolios and grants. It describes for each key process outputs, the timelines and responsibilities for preparation, review and approval. Figure 1 provides the phases and subprocesses of revisions depending on revision type.

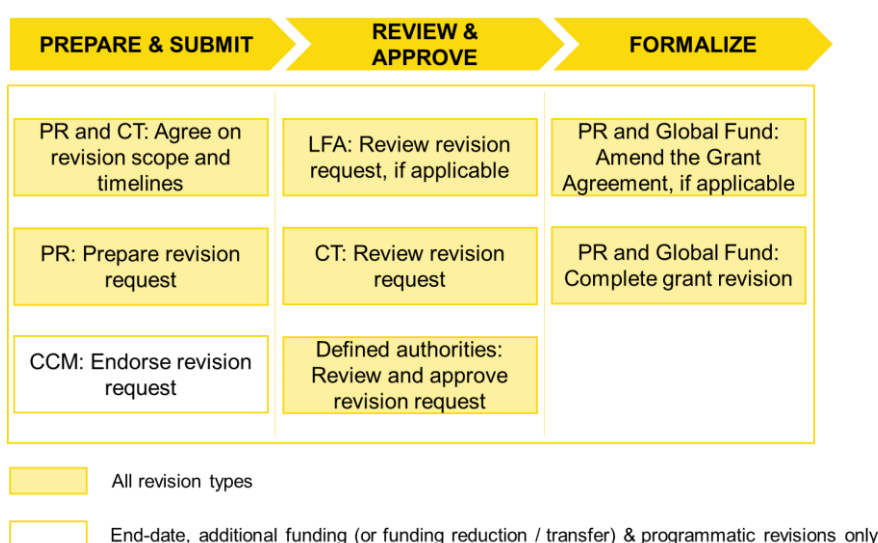


Figure 1

2. High level responsibilities of key actors on the revision process:
 - **Principal Recipient (PR)** prepares the revision request and the required grant documents, seeks CCM endorsement (if applicable), and submits in the Partner Portal. PR ensures that updates to grant entity data (GED) required for revisions are submitted per the OPN on Grant Entity Data.
 - **Country Coordinating Mechanism (CCM)** reviews and endorses the revision request, if applicable. Endorsement must be provided by: (i) the CCM Chair and (ii) the civil society representative if the CCM Chair is the representative of the Government, or the representative of the Government if the CCM Chair is the representative of civil society. With respect to endorsement by the CCM Chair, in the absence of the CCM Chair, endorsement by the Vice Chair is acceptable if in line with the CCM’s governing documents. Endorsement is captured in email or other form of documentation.
 - Within the **Global Fund Secretariat**:
 - **Country Team (CT)** undertakes the review of the revision request and recommends to the Global Fund approving authorities. The Fund Portfolio Manager (FPM), along with the Disease Fund Manager (DFM¹, if applicable) and Program Officer, leads and coordinates the review process with the CT Specialists (Public Health and Monitoring and Evaluation, Finance/Portfolio Services Team, Health Product Management Specialists and Legal Counsel) undertaking review and providing inputs based on their respective functional areas².

¹ If applicable, the DFM undertakes initial review and recommends to the Senior FPM.

² PHME Specialist focus on programmatic aspects including the review and validation of changes to the PF; Finance/PST Specialist focus on financial aspects including review and validation of changes to budget if applicable; HPM Specialist focus on procurement and supply chain management including review of the HPMT if applicable; Legal Counsel focus on legal aspects including changes to grant requirements and review of ILs.

- **Risk Specialist** validates key risks, residual risks and their mitigating actions on a no-objection basis within 48 hours for High Impact and Core portfolios, with End-date/Additional Funding Revision requests requiring GAC or Board approval.
 - **Technical Advice and Partnership (TAP) Advisor** reviews and provides recommendations on Programmatic Revisions when the request is:
 - i. Adding or deleting modules or interventions in the Performance Framework;
 - ii. Increasing or decreasing targets for existing indicators and adding missing targets in the Performance Framework;
 - iii. Including activities into the grant that are reviewed and prioritized in the UQD register;
 - iv. Making changes related to new product introductions and regimen changes;
 - v. For Programmatic Revision request that require TRP review in High Impact or Core portfolios requiring GAC approval.
 - **Access to Funding (A2F) Focal Point:** Provides inputs on consistency and completeness, and additional guidance as needed. Tracks and reports extensions to the GAC and Board.
 - **Local Fund Agent (LFA)**, as requested by the Country Team, reviews the revision request and related grant documents and provides recommendations to the CT.
3. The detailed steps and associated responsibilities are captured in the Revisions Process Maps and RACI.

1. End-date and Additional Funding (plus Funding Reduction/Transfer) Revisions

Grant Deliverable	Requirements per Portfolio Category					Timeline	Responsibilities		
	HI / Core	Focused ³					Prepare and submit	Review / validate	Approve
		A	T	Li	Le				
Prepare and Submit									
Grant Revision Review Form	R ⁴					As soon as the decision to process the revision is made by the CT.	CT		
Updated Performance Framework (PF)	R						PR ⁵		
Incremental Budget	R						PR		
Updated HPMT ^{†6}	R	Not required							
CCM endorsement	R ⁷						CCM ⁸		
Updated UQD Register in Global Fund Systems	R						CT ⁹		
Review and Approve									
LFA review and recommendations [†]	BP					Per agreed timelines with the CT.	LFA	CT	
CT review and recommendations on revision request, including: a. Updated PF b. Incremental Budget c. Updated HPMT [†]	R ¹⁰					Following PR submission of revision documents, and LFA recommendations. [†]	PO or FPM/FPA (Focused)	a. PHME Specialist b. Finance/PST Specialist c. HPM Specialist MECA Specialist ^{†11} A2F focal point ¹²	FPM (and DFM) [†]

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

⁴ Not required for Global Fund-initiated Funding Reduction / Transfer revisions.

⁵ For Focused Aligned model, the revised PF and Budget are submitted by the CT.

⁶ † Henceforth, this symbol denotes "if applicable," where relevant.

⁷ With respect to endorsement by the CCM Chair, in the absence of the CCM Chair, endorsement by the Vice Chair is acceptable if in line with the CCM's governing documents Additional Funding Revisions triggered by private sector contributions, Debt to Health and Portfolio Optimization do not require additional CCM endorsement as the activities in the Unfunded Quality Demand (UQD) register to be financed through these mechanisms have been previously endorsed by the CCM. If proposed activities for financing are not on the UQD register, then the Prioritized Above Allocation Request (PAAR) update process needs to be followed before initiating the revision (See [OPN and Operational Procedures on Design and Review Funding Requests](#)).

⁸ See Purpose and Overview section on required CCM endorsement. Instances where the CCM endorsement is not received are escalated to the Compliance Review Panel (CRP) for guidance.

⁹ See the UQD register user guidance.

¹⁰ Only required for Additional Funding Revisions.

¹¹ If the PF needs revision, any new custom indicators, if added, should be approved by the Monitoring, Evaluation & Country Analysis (MECA) Team Specialist. Once the revised PF is finalized it should go through the PF Quality Assurance process set up by MECA team before submission to the relevant approval authorities.

¹² Provides inputs on consistency and completeness, and additional guidance as needed. Tracks and reports extensions to the GAC and Board.

Grant Deliverable	Requirements per Portfolio Category					Timeline	Responsibilities		
	HI / Core	Focused ³					Prepare and submit	Review / validate	Approve
		A	T	Li	Le				
								Risk Specialist ¹³	
Review and approval by defined authorities	R					Immediately, as soon as the CT-validated documents are shared. For revisions requiring GAC approval or recommendation, GAC review windows communicated by the GAC Secretariat are followed.	Per defined approval authority in the OPN on Revise Grants . For revision requests requiring GAC approval or recommendation, an initial review is undertaken by the Pre-GAC.		
Grant Signing Calculator	R ¹⁴						Finance/ PST Specialist	GFM	
Formalize									
Implementation Letter (IL), including the following updated documents validated by the CT: a. PF b. Total IP or Baseline Budget [†] c. Grant Confirmation Table ¹⁵	R ^{16,17}					Immediately after approval of the revision request. For revisions that require Board approval, the IL is signed by the first Global Fund signatory as per the Delegations of Signature Authority and sent to and signed by the PR after GAC recommendation, contingent on Board approval (unless otherwise specified by GAC). ¹⁸	PO or FPM/FPA (Focused)	CT Legal Counsel FPM (and DFM) ^{†19}	Secretariat signs according to the Delegations of Signature Authority Procedures. PO or FPM/FPA (Focused) share with the PR through GOS. PR signs the IL and submits through the Partner Portal to the Global Fund.

¹³ Validates key risks, residual risks and their mitigating actions on a no-objection basis within 48 hours for High Impact and Core portfolios with End-date/Additional Funding Revision requests requiring GAC or Board approval.

¹⁴ Not required if extensions are fully funded from uncommitted funds from the current IP.

¹⁵ The amended Grant Confirmation Table must include the updated Grant Purchase Order amount, as validated by the Finance or PST Specialist (Focused).

¹⁶ For IP shortenings, a Notification Letter from the Global Fund is sufficient if issued in accordance with the terms of the Grant Agreement. Please consult with CT Legal Counsel.

¹⁷ For Global Fund-initiated Funding Reduction / Transfer revisions, the CT consults with CT Legal Counsel to determine whether a Notification Letter can be issued instead of an IL.

¹⁸ Provided this is clearly communicated in the IL ahead of time, the IL does not take effect until after Board approval and countersignature by the second Global Fund signatory per the Delegations of Signature Authority.

¹⁹ Reviews IL completeness and readiness for signature.

Grant Deliverable	Requirements per Portfolio Category					Timeline	Responsibilities		
	HI / Core	Focused ³					Prepare and submit	Review / validate	Approve
		A	T	Li	Le				
Updated grant purchase order ²⁰ approved	R					Immediately following signature of IL and maximum three calendar months after initiation in the Global Fund systems and one month prior to the current implementation period end-date.	Finance/ PST Specialist	GFM	
Revision registered	R						Grant Operations (Grant Ops) Officer		

2. Programmatic Revision

Grant Deliverable	Requirements per Portfolio Category						Timeline	Responsibilities				
	HI / Core	Focused				Prepare and submit		Review / validate	Approve			
		A	T	Li	Le							
Prepare and Submit												
Grant Revision Review Form	R						As soon as the decision to process the revision is made by the CT.	CT ²¹				
Updated PF	R							PR ²²				
Budget Adjustment Form [†]	R							PR				
Updated HPMT [†]	R	Not Required										
CCM endorsement	R ²³							CCM ²⁴				
Review and Approve												
LFA review and recommendations [†]	BP						Per agreed timelines with the CT.	LFA	CT			
CT review and recommendations on revision request and updated grant documents	R						Following PR submission of revision documents, and LFA recommendations. [†]	PO or FPM/FPA (Focused)	PHME Specialist ²⁵ Finance/PST Specialist	FPM (and DFM) [†]		

²⁰ Finance/PST Specialists can refer to this guidance on how to submit and approve the purchase order In Global Fund's systems.

²¹ CT provides the CT analysis on the revision request.

²² For Focused Aligned model, the revised PF and Budget are submitted by the CT.

²³ If the Programmatic Revision only incorporates activities in the Register of UQD previously endorsed by the CCM, an additional CCM endorsement for the revision is not required. In this case, the PR informs the CCM before processing a Programmatic Revision.

²⁴ See Purpose and Overview section on required CCM endorsement.

²⁵ PHME Specialist consults TAP advisors for the following cases, and is required to attach evidence of such consultation (e.g. email exchanges) in GOS: (1) Adding or deleting modules or interventions in the PF; (2) Increasing or decreasing targets for existing indicators and adding missing targets in the PF; (3) Including activities into the grant that are reviewed and prioritized in the UQD register.

Grant Deliverable	Requirements per Portfolio Category					Timeline	Responsibilities		
	HI / Core	Focused					Prepare and submit	Review / validate	Approve
		A	T	Li	Le				
								HPM Specialist ²⁶ MECA Specialist [†] ₂₇ TAP Advisor ²⁸ Risk Specialist ²⁹	
TRP review and recommendations ^{†30}	R	Not required				Within eight working days from sharing the complete package with A2F.	A2F submit review request to TRP ³¹ TRP Review Group	TRP	
Review and approval by defined authorities	R					Immediately, as soon as the CT-validated documents are shared. For revisions requiring GAC approval or recommendation, GAC review windows communicated by the GAC Secretariat are ed.	Per defined approval authority in the OPN on Revise Grants . For revision requests requiring GAC approval or recommendation, an initial review is undertaken by the Pre-GAC.		
Formalize									
Notification email [†] For Programmatic Revisions that involve updates to targets (increasing or decreasing) and adding missing targets to the PF	R					Immediately after approval of the revision request. Changes are later formalized through an IL.	PO or FPM/FPA (Focused)	FPM (and DFM) [†] PR	
IL, including the following documents validated by the CT: a. Updated PF	R					Immediately after approval of the revision request.	PO or FPM/FPA (Focused)		Secretariat signs according to the

²⁶ HPM Specialist provides inputs and recommendations for major changes to health products, such as the introduction or removal of a health product in an existing cost category in grant documents, or introduction of a new health product cost category in grant documents. HPM Specialist consults TAP advisors when making changes related to new product introductions and regimen changes.

²⁷ If the revised PF contains new custom indicators, the PF is sent to the Monitoring, Evaluation & Country Analysis (MECA) Team Specialist for validation before submission to the relevant approval authorities. The new custom indicators are approved by the Monitoring, Evaluation & Country Analysis (MECA) Team Specialist. Once the revised PF is finalized, it undergoes the PF Quality Assurance process set up by MECA team before submission to the relevant approval authorities.

²⁸ For Programmatic Revision request that require TRP review in High Impact or Core portfolios requiring GAC approval, TAP Advisor reviews the revision request and provides recommendations.

²⁹ Validates key risks, residual risks and their mitigating actions on a no-objection basis within 48 hours for High Impact and Core portfolios with Programmatic Revision requests requiring GAC or Board approval.

³⁰ Regional Manager or Department Head (for High Impact Departments) to decide if TRP technical inputs are needed.

³¹ Submission to TRP includes Grant Revision Request Form (or equivalent), latest approved PF and budget, revised PF and revised HPMT (if health products are updated)

Grant Deliverable	Requirements per Portfolio Category					Timeline	Responsibilities		
	HI / Core	Focused					Prepare and submit	Review / validate	Approve
		A	T	Li	Le				
						For revisions that require Board approval, the IL is signed by the first Global Fund signatory as per the Delegations of Signature Authority and sent to and signed by the PR after GAC recommendation, contingent on Board approval (unless otherwise specified by GAC). ³²		CT Legal Counsel FPM (and DFM) ^{†33}	Delegations of Signature Authority Procedures. PO or FPM/FPA (Focused) share with the PR through GOS. PR signs the IL and submits through the Partner Portal to the Global Fund.
Revision completed	R					Immediately following signature of IL and maximum three calendar months after initiation in the Global Fund systems.	Grant Ops Officer		

3. Budget Revision

Grant Deliverable	Requirements per Portfolio Category					Timeline	Responsibilities		
	HI / Core	Focused					Prepare and submit	Review / validate	Approve
		A	T	Li	Le				
Prepare and Submit									
Budget Adjustment Form	R ³⁴ , BP ³⁵	Following agreement between PR and CT to process a Budget Revision.				PR. The PR is responsible for documenting their internal approval process prior to submission.			
Review and Approve									
For material budget revision only: LFA review and recommendations [†]	BP	Per agreed timelines with the CT.				LFA	CT		

³² Provided this is clearly communicated in the IL ahead of time, the IL does not take effect until after Board approval and countersignature by the second Global Fund signatory per the Delegations of Signature Authority.

³³ Reviews IL completeness and readiness for signature.

³⁴ For Material Budget Revision request (to be approved by the Global Fund - See Global Fund [Grant Funding Principles and Budgeting Guidelines](#)

³⁵ For Non-material Budget Revision request - See Global Fund [Grant Funding Principles and Budgeting Guidelines](#))

Grant Deliverable	Requirements per Portfolio Category					Timeline	Responsibilities		
	HI / Core	Focused					Prepare and submit	Review / validate	Approve
		A	T	Li	Le				
Review and approval by defined authorities	R	Immediately following submission of Budget Adjustment Form and LFA recommendations. [†]					Per defined approval authority in the Guidelines on Grant Budgeting ³⁶ . The PR is responsible for properly documenting and maintaining their internal approval and the Global Fund written approval, if required, for audit purposes.		
Formalize (Not applicable – no IL required)									

4. Administrative Revision

Grant Deliverable	Requirements per Portfolio Category					Timeline	Responsibilities		
	HI / Core	Focused					Prepare and submit	Review / validate	Approve
		A	T	Li	Le				
Prepare and Submit									
Email with relevant required updated supporting documents depending on the type of administrative revision: - PF (for administrative updates to the PF) - Baseline Budget (for administrative updates to Budget) - Grant Entity Data - Grant Requirements	R					Anytime during grant implementation.	CT or PR		
Review and Approve									
LFA review and recommendations	BP					Per agreed timelines with the CT.	LFA	CT	
CT review and recommendations on administrative revision updates to: a. GED, and/or b. PF; and/or c. grant requirements; and/or	R					Following PR submission of revision documents, and LFA recommendations. [†]	PO or FPM/FPA (Focused)	a. Refer to OPN and Procedures on GED b. PHME Specialist	FPM (and DFM, †), based on recommendations from CT members

³⁶ If the Budget Revision is triggered by foreign exchange gains (after providing for the required contingency reserve), in addition to the approval authority defined above, please follow process defined in the section 2.4 of the Global Fund [Grant Funding Principles and Budgeting Guidelines](#).

Grant Deliverable	Requirements per Portfolio Category					Timeline	Responsibilities		
	HI / Core	Focused					Prepare and submit	Review / validate	Approve
		A	T	Li	Le				
d. Financial Closure Report validated by the CT and Finance or PST Specialist (Focused), and/or e. Baseline Budget								c. CT Legal Counse and e. Finance/PST Specialist	
Review and approval by defined authorities	R					Immediately, as soon as the CT-validated documents are shared.	Per defined approval authority in the OPN on Revise Grants .		
Grant Signing Calculator	R ³⁷						Finance/PST Specialist	GFM	
Formalize									
Notification email [†] : for administrative revisions that involve administrative updates to the PF	R					Immediately after approval of the request. Updates are later formalized through an IL.	PO or FPM/FPA (Focused)	FPM (and DFM [†] PR	
IL ³⁸ including the applicable updated document, depending on the type of administrative revision	R					Immediately after approval of the revision request for updates that need to be captured promptly in the Grant Agreement ³⁹ or later ⁴⁰ .	PO or FPM/FPA (Focused)	CT Legal Counsel FPM (and DFM) ^{†41}	Secretariat signs according to the Delegations of Signature Authority_Procedures. PO or FPM/FPA (Focused) share with the PR through GOS. PR signs the IL and submits through the Partner Portal to the Global Fund.

³⁷ Only applicable to Administrative Revisions triggered by administrative changes to Grant Funds.

³⁸ The CT consults with their CT Legal Counsel on the need to issue an IL for an administrative revision.

³⁹ Such as changes that will need to be reported on in the next PU/DR (e.g., changes to PF and Baseline Budget, changes to existing grant requirements or introduction of new ones).

⁴⁰ If the changes do not need to be reflected immediately in the Grant Agreement, it is recommended that the CT waits until an IL is required for another type of grant revision and then the administrative revision can be included in that IL.

⁴¹ Reviews IL completeness and readiness for signature.

Grant Deliverable	Requirements per Portfolio Category						Timeline	Responsibilities		
	HI / Core	Focused						Prepare and submit	Review / validate	Approve
		A	T	Li	Le					
Updated grant purchase order ⁴² approved ^{†43 44}	R						<i>Administrative changes to the PF or Baseline Budget:</i> Maximum three calendar months after initiation in the Global Fund systems or other applicable timelines if combined with other types of revisions <i>All other Administrative Revisions:</i> Maximum two calendar months after initiation in the Global Fund systems or other applicable timelines if combined with other types of grant revisions.	Finance/PST Specialist	GFM	
Revision completed	R							Grant Ops Officer		

⁴² Finance/PST Specialists can refer to guidance on how to submit and approve the purchase order in Global Fund's systems.

⁴³ If the PF needs revision, any new custom indicators, if added, should be approved by the Monitoring, Evaluation & Country Analysis (MECA) Team Specialist. Once the revised PF is finalized it should go through the PF Quality Assurance process set up by MECA team before submission to the relevant approval authorities.

⁴⁴ For Administrative Revisions triggered by changes to the grant amount only.

Monitoring and Reporting

14. The operational monitoring and reporting activities are led by the Grant Portfolio Solutions and Support Department, in coordination with subprocess owners. The following data points are monitored:
- Number of revisions initiated, cancelled / completed and associated duration timelines.
 - Types of revisions and associated duration timelines.
 - Submission and import of Detailed Budget and PF.
 - Grant Confirmation table generation, IL process: from submission to final signature.
 - Process completion status, including pending registrations to GAC.
 - Long outstanding revisions.
15. In addition, the Access to Funding Department tracks and reports End-date Revisions approved by the Global Fund Secretariat to the Board.
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