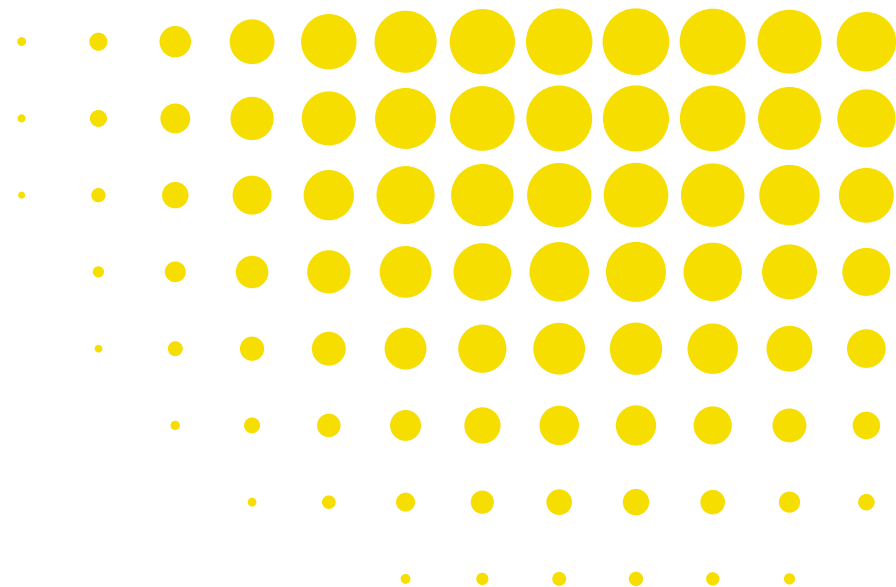
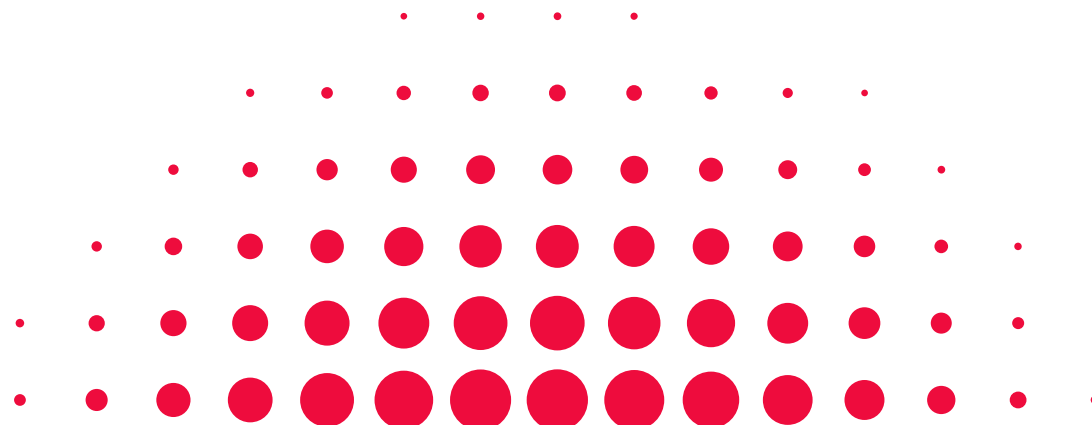
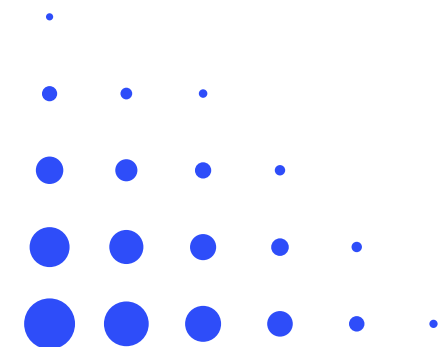




Partner Portal Manual

GC8 Grant-making *following Grant-ready & Classic Funding Requests*





Click on the sections below for direct access

Introduction & Access

[How to Use This Manual](#)

[Legend](#)

[GC8 Grant-making: Goal, Objectives & Key Changes](#)

[Update GED](#)

[How to log in to the Partner Portal](#)

Process Overview & Detailed Instructions

[Process Overview](#)

[Step 1a. Update GED](#)

[Step 4. Access Grant-making Documents](#)

[Step 6. Complete & Submit Grant Documents](#)

[Step 10. Sign & Share Grant Confirmation](#)

[Step 13. Access Signed GC & Finalize Implementation Readiness](#)

Resources & Support

[Online Resources](#)

[List of Acronyms & Abbreviations](#)

[Contact Support for Technical Issues](#)

Introduction
& Access

Process
Overview &
Detailed
Instructions

Resources
& Support

INTRODUCTION & ACCESS

How to Use This Manual

Legend

GC8 Grant-making: Goal, Objectives & Key Changes

Update GED

How to log in to the Partner Portal

Process
Overview &
Detailed
Instructions

Resources
& Support



This manual provides comprehensive guidance for Principal Recipients (PRs) performing Grant-making steps in the Partner Portal for two Grant Cycle 8 (GC8) Funding Request submission pathways:

- **Grant-making following Grant-ready Funding Request:** PR prepares grant-level versions of the Performance Framework (PF) & Budget that the Country Coordinating Mechanism (CCM)* submits to the Global Fund as part of the Funding Request; and the PR updates and finalizes these versions as part of the grant negotiations during Grant-making.
- **Grant-making following Classic Funding Request:** Excel PF & Budget completed & submitted by the CCM, along with the rest of the funding application. During Grant-making, the PR develops a grant PF and Budget based on the FR version and as part of grant negotiations.

All GC8 Grant-making resources can be found on the dedicated [Global Fund website](#) page, including Partner Portal manuals for other submission pathways. General guidance for other submission pathways is covered in the document [Accessing your GC8 allocation](#). Demonstration videos on navigating the Partner Portal for GC8 Grant-making can be found on [here](#).

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

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, key changes for GC8 & how to access the Partner Portal

[Process Overview & Detailed Instructions](#)

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



Step-by-step instructions



For information

Navigation Buttons



Go back or advance to the next page



Go to the home page



Go to abbreviations

Click on navigation buttons for direct access

Symbols



Online form



Grant-ready Funding Request submission pathway



Classic Funding Request submission pathway



Partner Portal



System functionality forthcoming for Grant-ready Funding Request submission pathway



System functionality forthcoming for Classic Funding Request submission pathway

GC8 Grant-making: Goal, Objectives & Key Changes

GOAL

Translate funding applications into disbursement- and implementation-ready **quality grants** positioned to deliver strategic objectives and achieve the targeted impact

OBJECTIVES



Strategic shifts to increase sustainable program design & support effective transitions

- Support effective, predictable transitions from Global Fund financing
- Rigorous prioritization of investments
- Integrated systems for health & service delivery
- Community health systems & sustainable financing
- Optimize domestic resources & effective co-financing



Quality & timely grants signed within compressed 2026 timelines

- Fewer requirements & streamlined guidance
- Differentiated submission pathways tailored to country contexts
- An optimized Modular Framework, with rationalized modules, interventions & indicators



Submissions & improved data quality through the Partner Portal

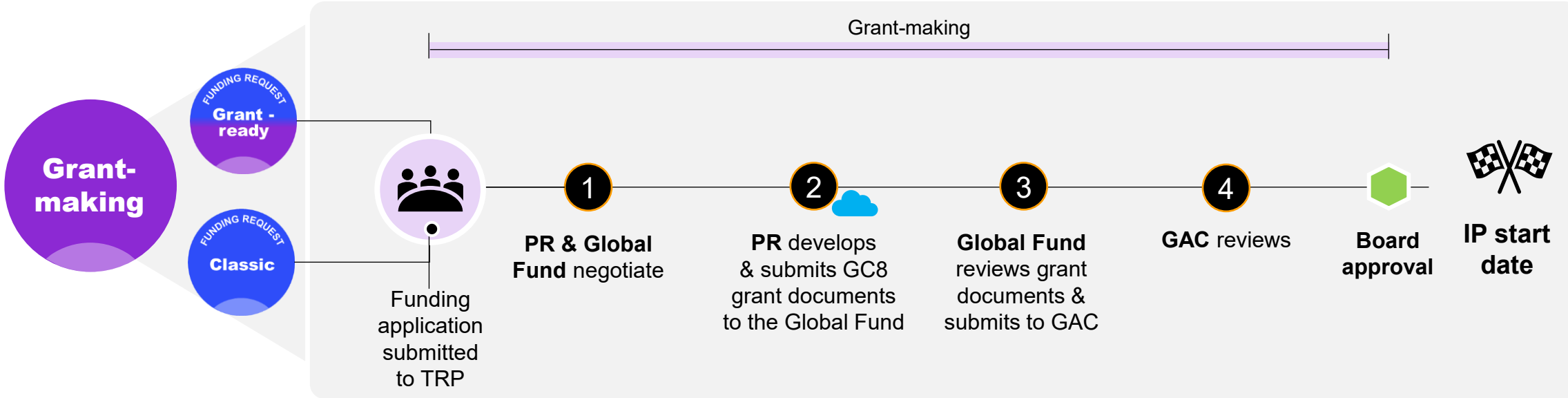
- Online completion of the PF, Health Product Management Template (HPMT) & Co-financing Online Form
- On-screen Summary Budget visualization
- Strengthened data quality checks for all core documents
- Automated forms handling and features such as history tracking

KEY CHANGES

Grant-making starts upon submission of Grant-ready & Classic Funding Requests



	High Impact / Core			Focused	
Application approach	Program Continuation (invitation only)	Full Review	Tailored for Transition	Tailored for Focused	CCM Investment Priorities (invitation only)
Submission pathway	Program Continuation Submission	Grant-ready Funding Request			Investment Priorities Request
		Classic Funding Request			
TRP engagement	No TRP review	Regular	Tailored		TRP Oversight



Introduction & Access	Intro
	Access the Partner Portal
Process Overview & Detailed Instructions	
Resources & Support	

GC8 Grant-making Documents



GC8 Grant-making documents		HI/Core	Focused	Differentiation by Focused Management Model*
Grant Confirmation	Required for GAC	✓	✓	-
Grant PF		✓	✓	✓
Grant Budget, including Summary Budget		✓	✓	✓
Co-financing Commitment Letter		✓	✓	-
Updated Unfunded Quality Demand (UQD) Register		✓	-	-
HPMT	Other supporting docs	✓	-	-
Implementation Arrangements Map		✓	-	-
Updated Programmatic Gap Tables (PGT)		✓	-	-
Monitoring & Evaluation (M&E) Plan		✓	-	-
Co-financing online form		✓	✓	-
Applicant response to TRP to be addressed during Grant-making		✓	✓	-

* See [OPN on Design Funding Requests and Sign Quality Grants](#) for more information

Grant-making documents are accessed & submitted through the Partner Portal



The **Partner Portal** is the external-facing Global Fund platform for communication and sharing of deliverables between in-country actors (CCM, PR, LFA, as applicable) & the Global Fund Secretariat.

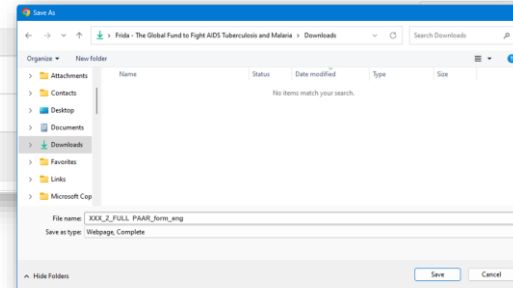
Grant-making Forms

Filters

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

Documents

Document Name	Document Type	Attached	Language
BEN_M_CNLS_TP_BudgetGFShared_1 Budget - BEN-M-CNLS-TP	Budget GF Shared Excel	11-May-2026 10:48 The Global Fund	English
BEN_M_CNLS_TP_PerformanceFrameworkGFShared_2 Performance Framework - BEN-M-CNLS-TP	Performance Framework GF Shared Excel	11-May-2026 10:48 The Global Fund	English



Overview

Implementation Period

Reporting Periods

Principal Recipients

Modules

#	Module	Interventions #	Coverage Indicators #
1	Vector control	0	1

Some forms are completed in the Partner Portal, while others are attached when ready

The Grant-making module:



Single entry point for PRs to download, complete & submit grant documents, building on the Funding Request



Increases visibility of required documents, their status and next steps, with tailored notifications to PRs, CCMs & the Global Fund



Ensures quality data & complete submissions from the start, with completeness checks for PRs & CTs and automated ticketing for issues

Complete & accurate GED enables PRs to download, complete & submit grant documents



PRs access and submit grant documents through the Global Fund Partner Portal. Key documents are edited and/or checked for data quality directly in the Partner Portal. **Accurate Grant Entity Data (GED) is critical to ensure all required PR staff and consultants have appropriate access to the Grant-making module.**



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



Actions to take

- PR 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.
- PRs** are asked to submit a Change Request in GED or reach out to their CT if updates are needed.
- PRs ensure contacts with access rights to Portal are updated for GC8.** The PF, HPMT & Co-Financing Commitment Form are now completed online through the Grant-making module, while the Excel Budget includes final data quality checks in the Portal. Ensure appropriate focal points are set up in GED before Grant-making starts.

Log in to the Partner Portal



1. Sign into the [Global Fund Partner Portal](#) by entering your user ID (e.g. ***@ext.theglobalfund.org).

2. Click **Next**

3. Enter your password and click **Sign in**

4. Click **Yes** to stay signed into the site

5. If applicable, click **Allow** in the **Allow Access** screen

>> The **Home** page opens

TheGlobalFund
Sign in
Username@ext.theglobalfund.org or GF email
Can't access your account?
Back Next

TheGlobalFund
Enter password
Password
Forgot my password
Sign in

TheGlobalFund
Stay signed in
Do this to reduce the number of times you are asked to sign in.
☐ Don't show this again
No Yes

salesforce
Allow Access?
Pulse Check is asking to:
• Access the identity URL service
• Access unique user identifiers
• Manage user data via APIs
• Perform requests at any time
Do you want to allow access for wednerp@hotmail.com0.1910700833040715.sit? (Not you?)
Deny Allow
To revoke access at any time, go to your personal settings.

English | Français | Español

 THE GLOBAL FUND[Home](#) [All Applications](#) [Insights](#)

Only for PRs

Princip

1. From the **Home** page, click on **All Applications**

XXX-M-PR1P02 PU Status Pending PR completion Due Date 14-Aug-2024 Due in 56 Days	XXX-M-PR1P02 Pulse Check Status Submitted Due Date 05-May-2024 Overdue by 45 Days	XXX-M-PR1P02 Status Pending PR completion Due Date 14-Aug-2024 Due in 56 Days	XXX-M-PR1P02 PU Status Pending PR completion Due Date 14-Aug-2024 Due in 56 Days	XXX-M-PR1P02 PU Status Due Date Due in 56 D
Grant Making				
XXX-M-PR1P02 Status Global Fund Review IP End Date 2024-07-18	XXX-M-PR1P02 Status Global Fund Review IP End Date 2024-09-12			
Grant Revision				
XXX-M-PR1P02 Status Global Fund Review IP End Date 2024-06-30	XXX-M-PR1P02 Status Global Fund to finalize revision IP End Date 2026-12-31	XXX-M-PR1P02 Status Global Fund to sign Implementation Letter IP End Date 2025-03-31	XXX-M-PR1P02 Status PR to sign Implementation Letter IP End Date 2026-12-31	XXX-M-PR1P02 Status Glo IP End Date

[English](#) | [Français](#) | [Español](#) THE GLOBAL FUND[Home](#) [All Applications](#) [Insights](#)**Only for PRs****2. Click on the Grant-making application**Click on '*' to add it to the favorites list for quick access from the **Home** page**Grant-making**

Grant-making is the process of translating the funding request into quality grants, with the Global Fund strategy embedded in the grant design. The Grant-making application summarizes available information on grants being negotiated. PRs can download, attach and submit their grant documents.

**Grant Revisions**

Revisions allow the PR to adjust investments to ensure they remain aligned to national strategic plans and the Global Fund strategy. The Revisions application provides access to active and completed revisions, where PRs can download, attach and submit revisions and associated forms/documents.

**Health Product Management**

Health Product Management allows PRs to capture information pertaining to the procurement and supply management of health products, in line with the programmatic targets, and as input into the grant budget. The HPM application allows PRs to complete, submit and view the latest approved HPMT.



[English](#) | [Français](#) | [Español](#) **THE GLOBAL FUND**[Home](#) [All Applications](#) [Insights](#)**Only for PRs**[Report an Issue](#)

Principal Recipient Reporting

Final PU	XXX-M-PR1P02	PU	XXX-M-PR1P02	PUDR	XXX-M-PR1P02	PUDR	XXX-M-PR1P02	FCR
Status	Pending PR completion	Status	Pending PR completion	Status	Pending PR completion	Status	Pending PR completion	Status
Due Date	01-Mar-2027	Due Date	14-Aug-2026	Due Date	01-Mar-2026	Due Date	01-Mar-2026	Due Date
Due in 354 Days		Due in 155 Days		Overdue !		Overdue		Overdue !

Grant Making

XXX-M-PR1P02

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

IP End Date

XXX-M-PR1P02

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

IP End Date

XXX-M-PR1P02

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

IP End Date

XXX-M-PR1P02

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

IP End Date

XXX-M-PR1P02

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

IP End Date

Grant Revision

XXX-M-PR1P02

Status PR to sign Implementation Letter

IP End Date2023-12-31

XXX-M-PR1P02

Status PR to submit documents

IP End Date2027-03-31

XXX-M-PR1P02

Status Global Fund to share Implementation Letter

IP End Date2026-12-31

XXX-M-PR1P02

Status Global Fund Review

IP End Date2026-12-31

XXX-M-PR1P02

Status Global Fund Review

IP End Date2026-12-31

My Applications

[View All](#)

 Principal Recipient Reporting	>	★
 Grant-making	>	★

Quick Links

-  [The Global Fund Website](#)
-  [Digital Library](#)
-  [Data Explorer](#)
-  [Report fraud and abuse](#)
-  [Imbizo](#)

Applications marked with '*' can be accessed directly from the **Home** page

Process Overview & Detailed Instructions

Process Overview

Detailed Instructions

Process
Overview &
Detailed
Instructions

		
<u>Step 1a. Update GED</u>	(●)	●
<u>Step 4. Access Grant-making Documents</u>	●	●
<u>Step 6. Complete & Submit Grant Documents</u>	●	●
<u>Step 10. Sign & Share Grant Confirmation</u>	● (coming soon)	● (coming soon)
<u>Step 13. Access Signed GC & Finalize Implementation Readiness</u>	● (coming soon)	● (coming soon)

Resources
& Support

Grant-making

Process Overview



Focus of this section

PR

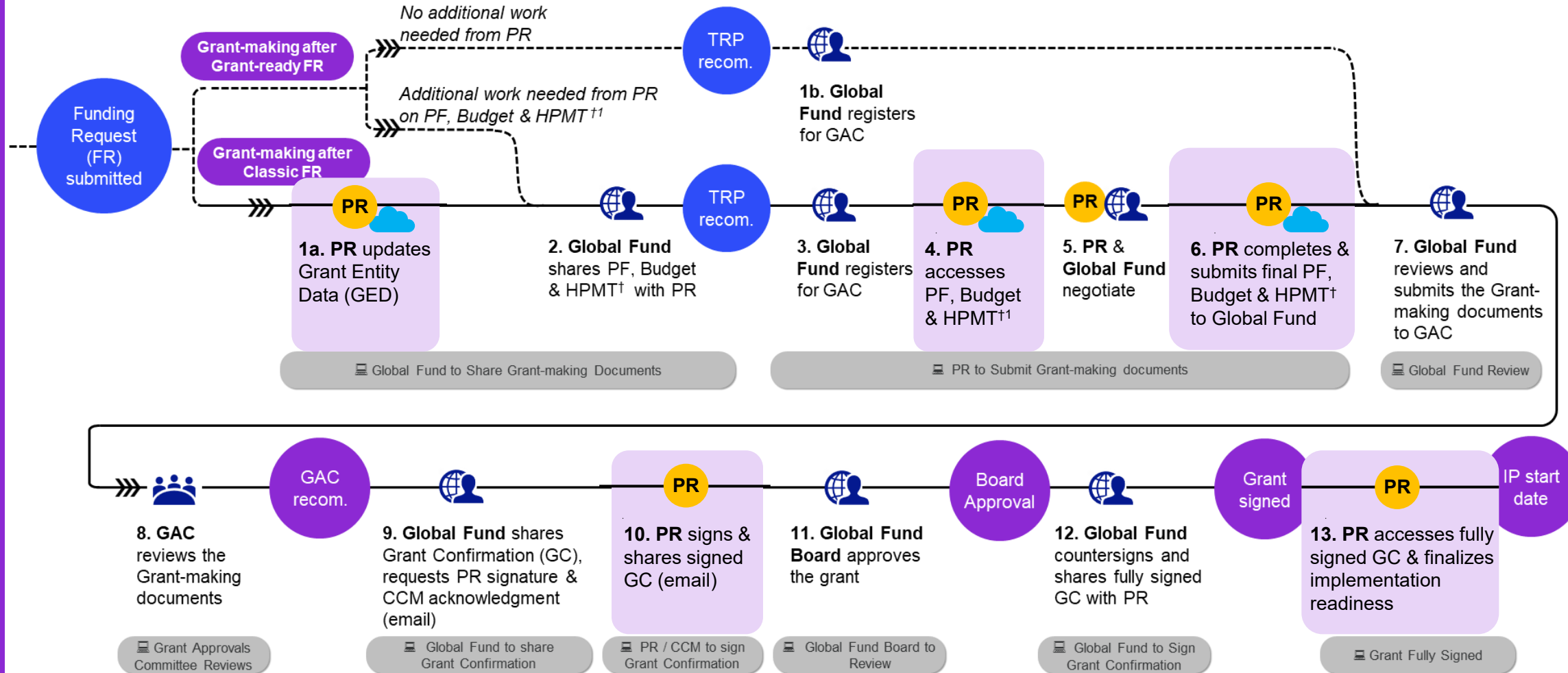
The Global Fund

Partner Portal step

GAC

Other actors

Partner Portal status



Introduction & Access

Process Overview

Step 1a. Update GED

Step 4. Access Grant Documents

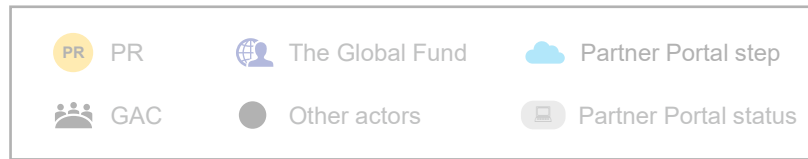
Step 6. Complete & Submit

Step 10. Sign & Share GC

Step 13. Access Signed GC & Finalize

Process Overview & Detailed Instructions

Step 1a. Update GED



Introduction & Access

Process Overview

Step 1a. Update GED

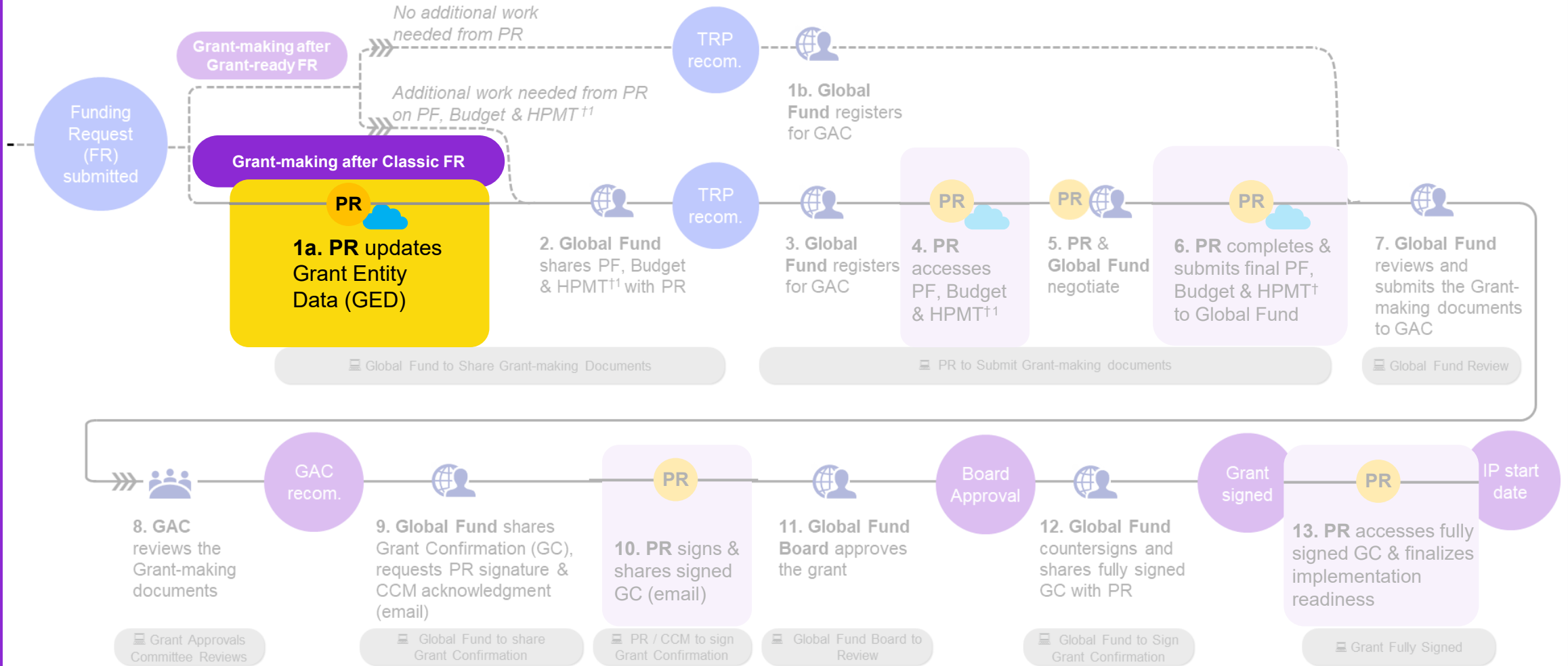
Step 4. Access Grant Documents

Step 6.
Complete
& Submit

Step 10.
Sign &
Share GC

Step 13.
Access
Signed GC
& Finalize

Resources & Support



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

† As applicable

¹ For the HPMT, see [HPMT Partner Portal Manual](#)

Complete & accurate GED enables PRs to download, complete & submit grant documents

PRs access and submit grant documents through the Global Fund Partner Portal. Key documents are edited and/or checked for data quality directly in the Partner Portal. **Accurate Grant Entity Data (GED) is critical to ensure all required PR staff and consultants have appropriate access to the Grant-making module.**



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



Actions to take

- PR 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.
- PRs** are asked to submit a Change Request in GED or reach out to their CT if updates are needed.
- PRs ensure contacts with access rights to Portal are updated for GC8.** The PF, HPMT, and Co-Financing Commitment Form are now completed online through the Grant-making module, while the Excel Budget includes final data quality checks in the Portal. Ensure appropriate focal points are set up in GED before Grant-making starts.



Introduction
& Access

Process
Overview

Step 1a.
Update
GED

Step 4.
Access
Grant
Documents

Step 6.
Complete
& Submit

Step 10.
Sign &
Share GC

Step 13.
Access
Signed GC
& Finalize

Process Overview & Detailed Instructions

Resources
& Support

Step 4. Access Grant-making Documents



Introduction
& Access

Process
Overview

Step 1a.
Update
GED

Step 4.
Access
Grant
Documents

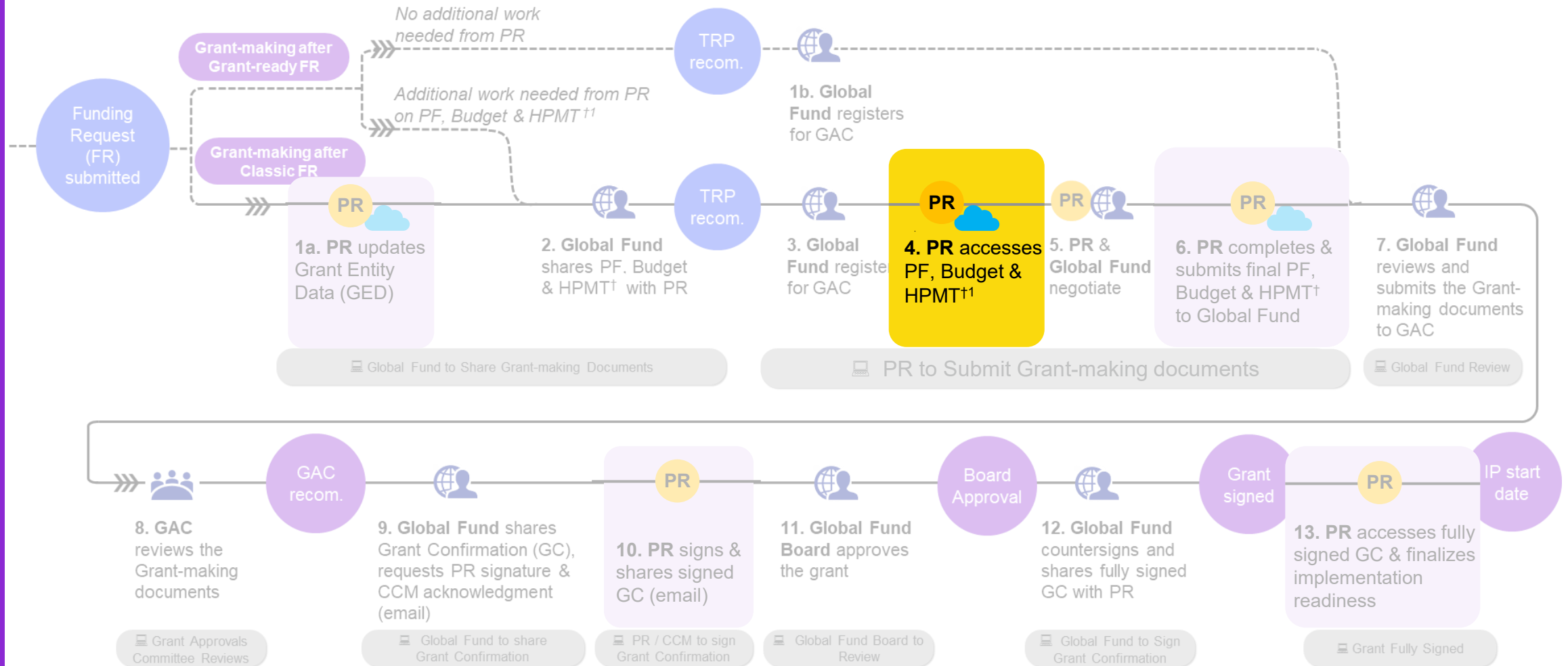
Step 6.
Complete
& Submit

Step 10.
Sign &
Share GC

Step 13.
Access
Signed GC
& Finalize

Process Overview & Detailed Instructions

Resources
& Support



Step 4. Access Grant-making Documents

PR accesses the Partner Portal



An email notification is sent when the Global Fund shares the Grant-making documents
1. Click the link provided in the email to access the Grant-making module in the Partner Portal

English Français Español

Report an Issue Tracey Burton

THE GLOBAL FUND

Home Grant-making

2. Click on the **Grant-making** module

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

3. Click on the **tile**

Process Overview & Detailed Instructions

Process Overview

Step 1a. Update GED

Step 4. Access Grant Documents

Step 6. Complete & Submit

Step 10. Sign & Share GC

Step 13. Access Signed GC & Finalize

Resources & Support

Step 4. Access Grant-making Documents

PR accesses the Partner Portal



Introduction
& Access

English Français Español

? Report an Issue Tracey Burton

THE GLOBAL FUND

Home Grant-making

Grant-making > XXX_X_XXXX

XXX_X_XXXX

TRP Review Window

FR Window R1

TRP Review Outcome

Grant-making

Implementation Period Name

XXX_X_XXXX_P0X

Implementation Period Currency

Currency Code

Allocation Utilization Period Dates

1-Jan-2027 - 31-Dec-2029

Prospective Implementation Period Dates

1-Jan-2027 - 31-Dec-2029

GAC Meeting Date

D-Mmm-YYYY

Organization representative for notice

Signatory for legal agreements

Guidance

Note: The chevron is at **PR to submit grant documents**

Global Fund to share grant-making documents

PR to submit grant documents

Global Fund review

Grant Approvals Committee Review

Global Fund to Share Grant Confirmation

PR/CCM to Sign Grant Confirmation

Global Fund Board to Review

Global Fund to Sign Grant Confirmation

Grant Fully Signed

Download

Performance Framework

Budget

Attach & Submit

4 tabs available:

Download ([more details here](#))

➤ Excel Budget shared by the Global Fund

Performance Framework ([more details here](#))

➤ Access to the online PF

Budget ([more details here](#))

➤ Summary Budget visualization & DQCs after file attachment

Attach & Submit ([more details here](#))

➤ Applicant Response Form or additional guidance shared by the Global Fund (if any)

➤ Excel Budget & other documents to be attached and submitted to the Global Fund

Process Overview & Detailed Instructions

Process Overview

Step 1a. Update GED

Step 4. Access Grant Documents

Step 6. Complete & Submit

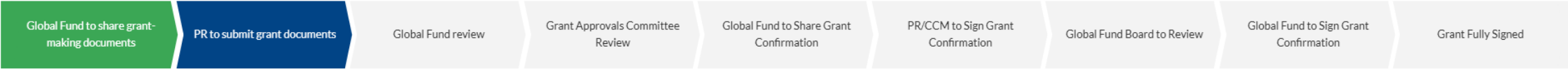
Step 10. Sign & Share GC

Step 13. Access Signed GC & Finalize

Resources & Support

Step 4. Access Grant-making Documents

PR downloads the Budget



Download

Performance Framework

Budget

Attach & Submit

Grant-making Forms

Filters

Document Name

Filter...

Document Type

All

Language

All

Reset

Documents

1/1

Download selected

Download all

Document Name ↑↓	Document Type ↑↓	Attached ↑↓	Language ↑↓	Version ↑↓	File Size ↑↓	
XLS 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 ✓

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

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

Step 4. Access Grant-making Documents

PR downloads the Budget



Introduction
& Access

Process
Overview

Step 1a.
Update
GED

Step 4.
Access
Grant
Documents

Step 6.
Complete
& Submit

Step 10.
Sign &
Share GC

Step 13.
Access
Signed GC
& Finalize

Process Overview & Detailed Instructions

Resources
& Support

Global Fund to share grant-making documents

PR to submit

Download Performance Framework Budget

Grant-making Forms

Filters

Document Name

Filter...

Documents

1/1

Document Name

XXX_X_XXXX_BudgetGFShared_2

Budget - XXX-X-XXXX

File name: XXX_X_XXXX_BudgetGFShared_2

Save as type: Microsoft Excel Worksheet

Save Cancel

A pop-up window opens

6. Click **Save**

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



[Financial guidance](#)

Note: If HPMT applicable:

The HPMT is used to develop the Budget (copy and paste the lines from the HPMT extract into the 'Budget – HP' tab).

HPMT guidance can be found here: [English](#) | [Français](#) | [Español](#)

Step 4. Access Grant-making Documents

Optional - PR downloads guidance documents (if any)



Global Fund to share grant-making documents

PR to submit grant documents

Global Fund review

Grant Approvals Committee Review

Global Fund to Share Grant Confirmation

PR/CCM to Sign Grant Confirmation

Global Fund Board to Review

Global Fund to Sign Grant Confirmation

Grant Fully Signed

Download

Performance Framework

Budget

Attach & Submit

8. Click on **Attach & Submit** tab

Attach & submit Submit to the Global Fund

Document Requirements

Required

Performance Framework

Budget

Health Product Management Template

Grant-making Documents

9. Scroll down to **Grant-making Documents** section

Filters

Document Name

Document Type

Language

Filter...

All

All

Documents 3 / 3 Download selected Download all

Document Name	Document Type	Attached	Language	Version	File Size	Final PR Submission
GC8 PR Guidance test	Other Word	6-Jul-2026 12:05 The Global Fund	English	1	57.52 KB	☐
Applicant Response Form Applicant Response Form	Applicant Response Form PDF	6-Jul-2026 12:05 The Global Fund	English	1	19.98 KB	☐
Test test	Other Excel	6-Jul-2026 13:32 The Global Fund	English	1	11.22 KB	☐

10. Click on **Download** icon

Step 4. Access Grant-making Documents

PR accesses the online PF



Introduction & Access

THE GLOBAL FUND

11. Scroll down and click on the **Performance Framework** tab

Home Grant-making

Global Fund to share grant-making documents PR to submit grant documents Grant Approvals Committee Review Grant Approvals Committee Review Global Fund to Share Grant Confirmation PR/CCM to Sign Grant Confirmation Global Fund Board to Review Global Fund to Sign Grant Confirmation Grant Fully Signed

Download Performance Framework Budget Attach & Submit

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

Overview

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

Grant XXX-X-XXXX	Geography Country
IP start date 1-Jan-2027	IP end date 31-Dec-2029

> Reporting Periods

> Principal Recipients

> Modules

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

Refresh Generate Excel Expand All Collapse All Edit

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

Note: There is **no import option** for the Excel PF, this can only be used for preparatory work and requires manual inputs in the online PF in Partner Portal

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

Edit + Add + Add

Process Overview & Detailed Instructions

Process Overview

Step 1a. Update GED

Step 4. Access Grant Documents

Step 6. Complete & Submit

Step 10. Sign & Share GC

Step 13. Access Signed GC & Finalize

Resources & Support

THE GLOBAL FUND

Note:
Modular Framework Handbook available here: [English](#) | [Spanish](#) | [French](#)
Separate PF Partner Portal Manual here: [English](#) | Spanish & French forthcoming



Step 4. Access Grant-making Documents

PR accesses the HPMT*



Introduction & Access

Process Overview

Step 1a. Update GED

Step 4. Access Grant Documents

Step 6. Complete & Submit

Step 10. Sign & Share GC

Step 13. Access Signed GC & Finalize

Resources & Support

English | Français | Español

THE GLOBAL FUND

Home All Applications Insights

Principal Re

13. From the Home page, Click on All Applications

XXX-M-PR1P02

PU

Status Pending PR completion

Due Date 14-Aug-2024

Due in 56 Days

XXX-M-PR1P02

Pulse Check

Status Submitted

Due Date 05-May-2024

Overdue by 45 Days

XXX-M-PR1P02

Status Pending PR completion

Due Date 14-Aug-2024

Due in 56 Days

XXX-M-PR1P02

PU

Status Pending PR completion

Due Date 14-Aug-2024

Due in 56 Days

PU

Status

Due Date

Due in 56 D.

Grant Making

XXX-M-PR1P02

Status Global Fund Review

IP End Date 2024-07-18

XXX-M-PR1P02

Status Global Fund Review

IP End Date 2024-09-12

Grant Revision

XXX-M-PR1P02

Status Global Fund Review

IP End Date 2024-06-30

XXX-M-PR1P02

Status Global Fund to finalize revision

IP End Date 2026-12-31

XXX-M-PR1P02

Status Global Fund to sign Implementation Letter

IP End Date 2025-03-31

XXX-M-PR1P02

Status PR to sign Implementation Letter

IP End Date 2026-12-31

Status Glo

IP End Date



Step 4. Access Grant-making Documents

PR accesses the HPMT*



Introduction
& Access

Process
Overview

Step 1a.
Update
GED

Step 4.
Access
Grant
Documents

Step 6.
Complete
& Submit

Step 10.
Sign &
Share GC

Step 13.
Access
Signed GC
& Finalize

Process Overview & Detailed Instructions

Resources
& Support

English | Français | Español

 THE GLOBAL FUND

Home All Applications Insights



Grant-making

Grant-making is the process of translating the funding request into quality grants, with the Global Fund strategy embedded in the grant design. The Grant-making application summarizes available information on grants being negotiated. PRs can download, attach and submit their grant documents.



Grant Revisions

Revisions allow the PR to adjust investments to ensure they remain aligned to national strategic plans and the Global Fund strategy. The Revisions application provides access to active and completed revisions, where PRs can download, attach and submit revisions and associated forms/documents.



Health Product Management

Health Product Management allows PRs to capture information pertaining to the procurement and supply management of health products, in line with the programmatic targets, and as input into the grant budget. The HPM application allows PRs to complete, submit and view the latest approved HPMT.



14. Click on the **Health Product Management** application

Step 6. Complete & Submit Grant Documents



Introduction
& Access

Process
Overview

Step 1a.
Update
GED

Step 4.
Access
Grant
Documents

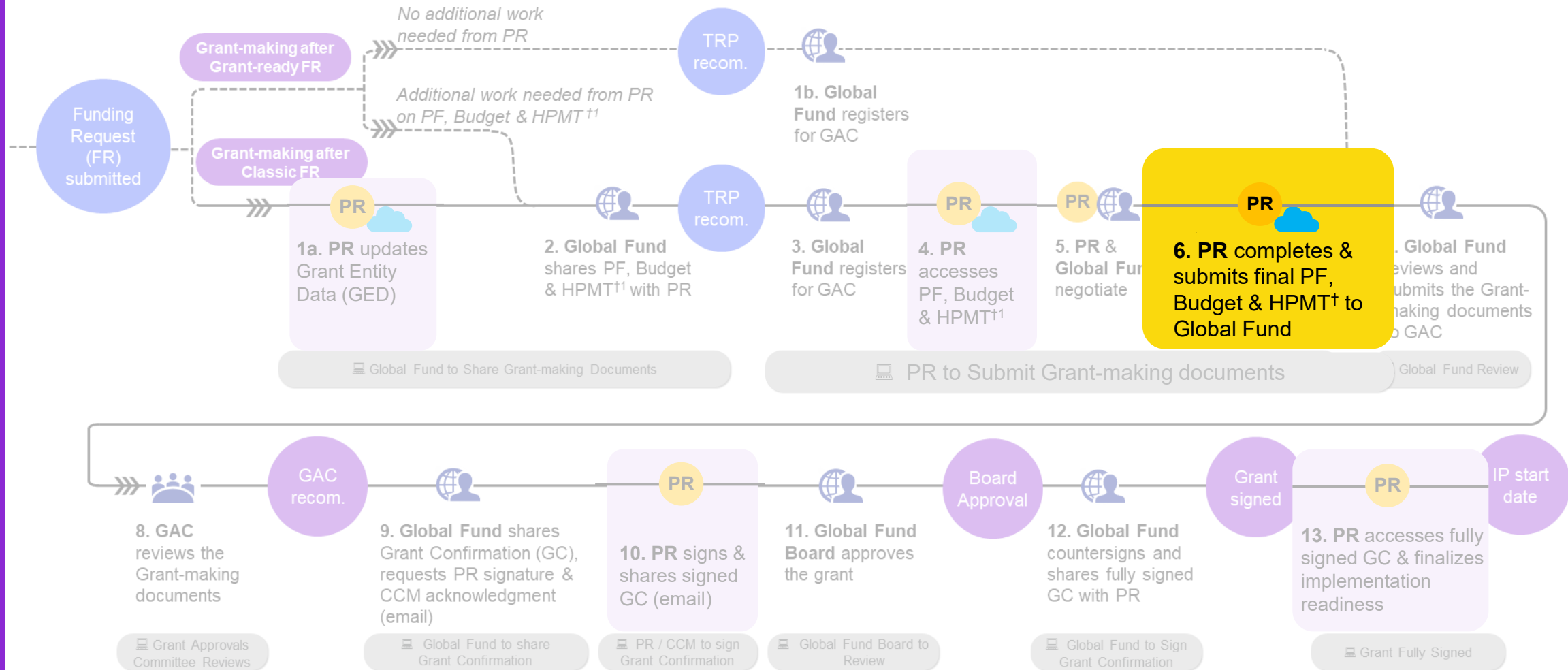
Step 6.
Complete
& Submit

Step 10.
Sign &
Share GC

Step 13.
Access
Signed GC
& Finalize

Process Overview & Detailed Instructions

Resources
& Support



Step 6. Complete & Submit Grant Documents

PR attaches & imports the Budget



Introduction & Access
Process Overview
Step 1a. Update GED
Step 4. Access Grant Documents
Step 6. Complete & Submit
Step 10. Sign & Share GC
Step 13. Access Signed GC & Finalize
Resources & Support

Global Fund to share grant-making documents

PR to submit grant documents

Global Fund review

Grant Approvals Committee Review

Global Fund to Share Grant Confirmation

PR/CCM to Sign Grant Confirmation

Global Fund Board to Review

Global Fund to Sign Grant Confirmation

Grant Fully Signed

Download

Performance Framework

Budget

Attach & Submit

Attach & submit

Document Requirements

Required

- Performance Framework
- Budget
- Health Product Management Template

Grant-making Documents

1. Scroll down and click on **Attach & Submit** tab

Note: documents required - as applicable*

2. Click on the **Attach** button

Share with Applicant

Attach

***If HPMT Applicable:**

The HPMT is used to develop the Budget (copy and paste the lines from the HPMT extract into the ‘Budget – HP’ tab).
HPMT guidance can be found here: [English](#) | [Français](#) | [Español](#)

Step 6. Complete & Submit Grant Documents

PR attaches & imports the Budget



Global Fund to share grant-making documents

PR to submit grant documents

Global Fund review

Grant Approvals Committee Review

Global Fund to Share Grant Confirmation

PR/CCM to Sign Grant Confirmation

Global Fund Board to Review

Global Fund to Sign Grant Confirmation

Grant Fully Signed

Download

Attach

Document

Require

Performance Budget

Health Product Management template

Grant-making Documents

Attach Documents

Select Documents

Upload Files

Or drop files

Cancel

Save & Close

3. Click Upload Files

Attach

Step 6. Complete & Submit Grant Documents

PR attaches & imports the Budget



Introduction
& Access

Process
Overview

Step 1a.
Update
GED

Step 4.
Access
Grant
Documents

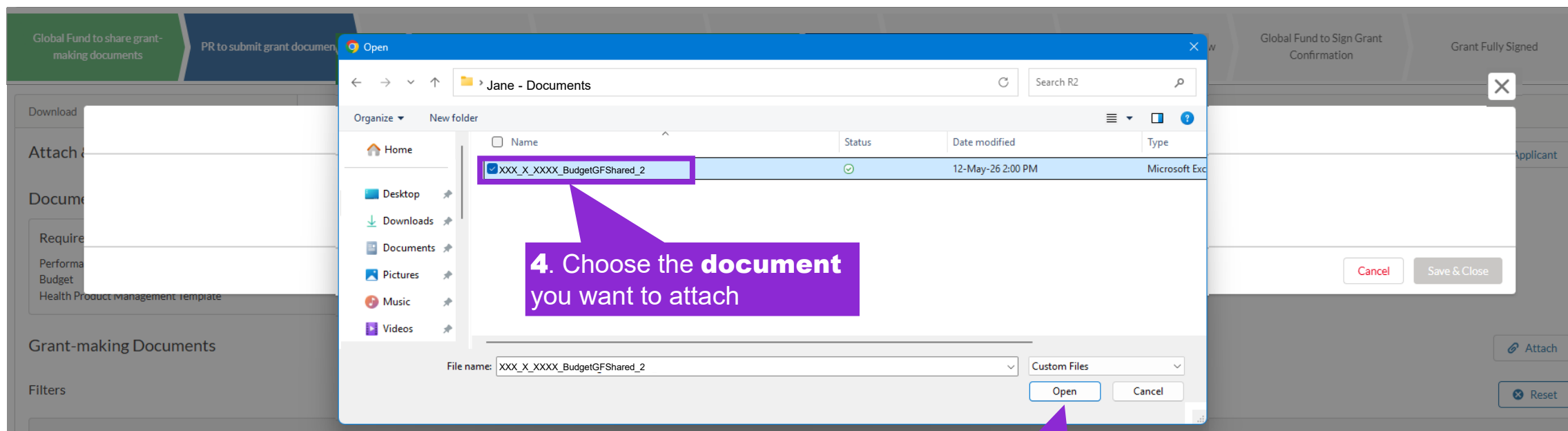
Step 6.
Complete
& Submit

Step 10.
Sign &
Share GC

Step 13.
Access
Signed GC
& Finalize

Process Overview & Detailed Instructions

Resources
& Support



Step 6. Complete & Submit Grant Documents

PR attaches & imports the Budget



Global Fund to share grant-making documents

PR to submit grant documents

Global Fund review

Grant Approvals Committee Review

Global Fund to Share Grant Confirmation

PR/CCM to Sign Grant Confirmation

Global Fund Board to Review

Global Fund to Sign Grant Confirmation

Grant Fully Signed

Download

Attach

Document

Required

Performance Budget

Health Product management template

Grant-making Documents

Filters

XXX_X_XXXX_BudgetGFShared_2.xlsx

4.1 MB

1 of 1 file uploaded

Done

Cancel

Save & Close

6. Wait for the file to upload and then click **Done**

Step 6. Complete & Submit Grant Documents

PR attaches & imports the Budget



Introduction
& Access

Process
Overview

Step 1a.
Update
GED

Step 4.
Access
Grant
Documents

Step 6.
Complete
& Submit

Step 10.
Sign &
Share GC

Step 13.
Access
Signed GC
& Finalize

Process Overview & Detailed Instructions

Resources
& Support

Attach Documents

7. Select **document type** and **language** in the drop-down lists

Name	Type	Language
XXX_X_XXXX_BudgetGFSHared_2.xlsx Excel	Budget	English

Only an Excel file can be selected as Budget

8. Click **Save & Close**.
The document now appears in the document list

Save & Close

Note: Please wait for the data to load at each step as indicated on screen

Step 6. Complete & Submit Grant Documents

PR attaches & imports the Budget



Introduction & Access

Process Overview

Step 1a. Update GED

Step 4. Access Grant Documents

Step 6. Complete & Submit

Step 10. Sign & Share GC

Step 13. Access Signed GC & Finalize

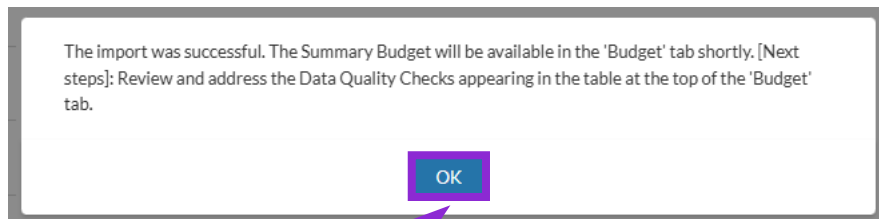
Process Overview & Detailed Instructions

Resources & Support



SUCCESSFUL IMPORT

Upon import, a confirmation message is displayed



Click **OK** and continue

The Budget tab does not auto-refresh after import. Click on  **Refresh** (*Budget tab – Navigation section*) for the latest Budget information to appear



UNSUCCESSFUL IMPORT

An error message is displayed if:

- the selected file is not for the same IP
- the file was tampered with
- an issue occurred during import

Click **Close/Cancel** and **review your file as per guidance shared in the error message.**
Re-attach if any changes applied

If an issue occurred during import, a request is raised automatically by the system to Country Support for investigation

Contact the CT for guidance if submission is urgent and the issue is not resolved

Note: It is strongly recommended to resolve the issue prior to submission to the Global Fund to avoid any delays in finalization of the documents

Step 6. Complete & Submit Grant Documents

PR reviews & addresses the Budget DQCs



Introduction
& Access

Process
Overview

Step 1a.
Update
GED

Step 4.
Access
Grant
Documents

Step 6.
Complete
& Submit

Step 10.
Sign &
Share GC

Step 13.
Access
Signed GC
& Finalize

Process Overview & Detailed Instructions

Resources
& Support

Data Quality Checks (DQCs) are a set of automated actions that the system performs to:

- Improve data quality by flagging potentially incorrect data
- Prevent data entry errors
- Improve data integrity and consistency
- Speed up the review process of the submitted data by Global Fund

There are 2 types of checks in the Partner Portal:



Error

- Alerts when data is missing or does not comply with validation rule.
- Does not allow PR to submit until the error is corrected.
- Allows the system user to review and correct the data before submitting the form.



Warning

- Flags the system user to check if the data contains a potential error.
- PR is strongly encouraged to address data issues before submitting.
- Requires a justification comment if the warning is overruled which allows the PR to proceed and submit.

Step 6. Complete & Submit Grant Documents

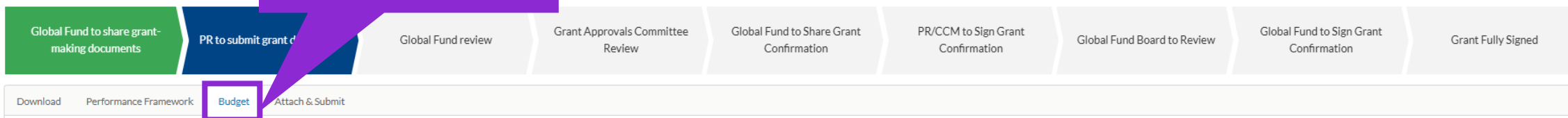
PR reviews & addresses the Budget DQCs



Introduction
& Access

Important note: it can take up to **5 minutes** before the Summary Budget is visible – **Refresh the page** if not displayed after 5 minutes

9. Click on **Budget** tab



Different sections available:

Data Quality Checks (DQCs)

- Summary of DQCs detected during Budget import that need to be reviewed and resolved or justified

Summary Budget visualization

- Filters (Versions & Source of Funds)
- Navigation to sub-sections
 - By Module
 - By Cost Grouping
 - By Implementer
 - By Cost Input
 - By Intervention

Process Overview & Detailed Instructions

Process
Overview

Step 1a.
Update
GED

Step 4.
Access
Grant
Documents

Step 6.
Complete
& Submit

Step 10.
Sign &
Share GC

Step 13.
Access
Signed GC
& Finalize

Step 6. Complete & Submit Grant Documents

PR reviews & addresses the Budget DQCs



Introduction & Access

Process Overview

Step 1a. Update GED

Step 4. Access Grant Documents

Step 6. Complete & Submit

Step 10. Sign & Share GC

Step 13. Access Signed GC & Finalize

Resources & Support

Global Fund to share grant-making documents

PR to submit grant documents

Global Fund review

Grant Approvals Committee Review

Global Fund to Share Grant Confirmation

PR/CCM to Sign Grant Confirmation

Global Fund Board to Review

Global Fund to Sign Grant Confirmation

Grant Fully Signed

Download

Performance Framework

Budget

Attach & Submit

10. Review and resolve the DQCs by revising the Excel Budget file

4 warning(s)

Download Data Quality Checks

Data Quality Check

Justification

Warning Budget The Budget contains lines with cost inputs and cost groupings. If budgeting at cost grouping level, only cost groupings can be used. If budgeti	Add a comment...
Warning Budget Line Non-HP / BL-0001 This Budget Line has a cost input that does not match the selected intervention. Review the Budget in line with the Budgeting Guidelines and	Add a comment...
Warning Budget Line Non-HP / BL-0002 This Budget Line has a cost input that does not match the selected intervention. Review the Budget in line with the Budgeting Guidelines and update the intervention and cost inputs or provide a justification.	Add a comment...
Warning Budget Line Non-HP / BL-0003 This Budget Line has a cost input that does not match the selected intervention. Review the Budget in line with the Budgeting Guidelines and update the intervention and cost inputs or provide a justification.	Add a comment...

Warnings that cannot be resolved require a justification

11. Optional – click on Download Data Quality Checks to get the DQC summary in an Excel file. File can be formatted as needed and share within the team to help update the Excel Budget file directly

Note: when attaching and importing a new version of the Budget, all previous data is **overwritten**, including previously provided justifications for DQCs. By clicking on **Download Data Quality Checks**, all justifications can be extracted and copied into the system after re-import if needed.

Step 6. Complete & Submit Grant Documents

PR reviews & addresses the Budget DQCs



Introduction
& Access

Process
Overview

Step 1a.
Update
GED

Step 4.
Access
Grant
Documents

Step 6.
Complete
& Submit

Step 10.
Sign &
Share GC

Step 13.
Access
Signed GC
& Finalize

Process Overview & Detailed Instructions

Resources
& Support

12. Once ready, re-attach and re-import the updated Budget (follow again [step 6 from the start](#))

Note: when attaching and importing a new version of the Budget, all previous data is **overwritten**, including previously provided justifications for DQCs.

Attention! An updated Budget is being attached and will be imported. This step deletes and overwrites all previous Budget data in the system, including previously provided justifications for Data Quality Checks (DQCs). [Next steps]: To access and save the existing DQCs and justifications prior to attaching an updated Budget, click 'Cancel' and then click on the button 'Download DQCs'. To proceed with attachment of the updated Budget, click the 'OK' button below. Are you sure you want to attach an updated Budget and overwrite the existing data and DQCs in the system?

Cancel

OK

13. Click **Cancel to perform the recommended actions before attaching again.**

14. Click **OK once ready to proceed**

15. Check and address DQCs as needed ([details here](#)) before submitting to the Global Fund ([details here](#))

Budget is ready to be [submitted to the Global Fund](#) once all DQCs are addressed (resolved or justified)

Step 6. Complete & Submit Grant Documents

PR reviews & addresses the PF DQCs



Introduction
& Access

Process
Overview

Step 1a.
Update
GED

Step 4.
Access
Grant
Documents

Step 6.
Complete
& Submit

Step 10.
Sign &
Share GC

Step 13.
Access
Signed GC
& Finalize

Process Overview & Detailed Instructions

Resources
& Support

Data Quality Checks (DQCs) are a set of automated actions that the system performs to:

- Improve data quality by flagging potentially incorrect data
- Prevent data entry errors
- Improve data integrity and consistency
- Speed up the review process of the submitted data by Global Fund

There are 2 types of checks in the Partner Portal:



Error

- Alerts when data is missing or does not comply with validation rule.
- Does not allow PR to submit until the error is corrected.
- Allows the system user to review and correct the data before submitting the form.



Warning

- Flags the system user to check if the data contains a potential error.
- PR is strongly encouraged to address data issues before submitting.
- Requires a justification comment if the warning is overruled which allows the PR to proceed and submit.

Step 6. Complete & Submit Grant Documents

PR reviews & addresses the PF DQCs



Introduction
& Access

Process
Overview

Step 1a.
Update
GED

Step 4.
Access
Grant
Documents

Step 6.
Complete
& Submit

Step 10.
Sign &
Share GC

Step 13.
Access
Signed GC
& Finalize

Process Overview & Detailed Instructions

Resources
& Support

16. Go to Performance Framework tab

Global Fund to making docu... PR to submit grant documents Global Fund review Grant Approvals Committee Review Global Fund to Share Grant Confirmation PR/CCM to Sign Grant Confirmation Global Fund Board to Review Global Fund to Sign Grant Grant Fully Signed

Download Performance Framework Budget Attach & Submit

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

Coverage Indicators (1)

▼ Data Quality Checks (1) 1 error(s) Check Data Quality Download Data Quality Checks

Data Quality Check	Justification
Error Coverage Indicator VC.1.1 No targets set. Enter targets, select 'TBD' or remove the indicator if not to be reported.	

17. Click on Check Data Quality

18. Review and resolve the DQCs in each sub-tab of the PF

19. Optional – click Download Data Quality Checks to get the DQC summary in an Excel file **per sub-tab**.
File can be formatted as needed

Step 6. Complete & Submit Grant Documents

PR reviews & addresses the PF DQCs



Introduction & Access

Process Overview

Step 1a. Update GED

Step 4. Access Grant Documents

Step 6. Complete & Submit

Step 10. Sign & Share GC

Step 13. Access Signed GC & Finalize

Resources & Support

Global Fund to share grant-making documents

PR to submit grant documents

Global Fund review

Grant Approvals Committee Review

Global Fund to Share Grant Confirmation

PR/CCM to Sign Grant Confirmation

Global Fund Board to Review

Global Fund to Sign Grant Confirmation

Grant Fully Signed

Download

Performance Framework

Budget

Attach & Submit

Instructions

Overview

Goals

Objectives

Impact Indicators

Outcome Indicators

Coverage Indicators

Work Plan Tracking Measures

Work Plan Tracking Measures (2)

+ Add

⌵ Expand All

⌵ Collapse All

▼ Data Quality Checks (1)

⚠ 1 warning(s)

Check Data Quality

Download Data Quality Checks

Data Quality Check	Justification
⚠ Warning Work Plan Tracking Measure - Case management - Facility-based treatment - test / Missing one or more WPTM "Category". Select from dropdown list.	Add a comment...

20. Enter justification if DQC warnings cannot be resolved for any reason

Step 6. Complete & Submit Grant Documents

PR reviews & addresses PF DQCs



Introduction & Access

Global Fund to share grant-making documents

PR to submit grant documents

Global Fund review

Grant Approvals Committee Review

Global Fund to Share Grant Confirmation

PR/CCM to Sign Grant Confirmation

Global Fund Board to Review

Global Fund to Sign Grant Confirmation

Grant Fully Signed

Download

Performance Framework

Budget

Attach & Submit

Instructions

Overview

Goals

Objectives

Impact Indicators

Outcome Indicators

Coverage Indicators

Work Plan Tracking Measures

Coverage Indicators (1)

▼ Data Quality Checks (1)

1 error(s)

Check Data Quality

Download Data Quality Checks

Data Quality Check	Justification
Error Coverage Indicator VC-1.1 No targets set. Enter targets, select 'TBD' or remove the indicator if not to be reported.	

21. Once DQCs addressed, click again on **Check Data Quality** and confirm **all resolved for each sub-tab**



Global Fund to share grant-making documents

PR to submit grant documents

Global Fund review

Grant Approvals Committee Review

Global Fund to Share Grant Confirmation

PR/CCM to Sign Grant Confirmation

Global Fund Board to Review

Global Fund to Sign Grant Confirmation

Grant Fully Signed

Download

Performance Framework

Budget

Attach & Submit

Instructions

Overview

Goals

Objectives

Impact Indicators

Outcome Indicators

Coverage Indicators

Work Plan Tracking Measures

Coverage Indicators (1)

▼ Data Quality Checks (0)

No data quality issues found.

✓

Add

Expand All

Collapse All

Check Data Quality

Download Data Quality Checks

Note: Justified DQCs will remain on screen and submission to the Global Fund is allowed

The online PF is ready to be submitted to the Global Fund once all DQCs are addressed (resolved or justified)



Step 6. Complete & Submit Grant Documents

PR attaches other supporting documents



Introduction & Access
Process Overview
Step 1a. Update GED
Step 4. Access Grant Documents
Step 6. Complete & Submit
Step 10. Sign & Share GC
Step 13. Access Signed GC & Finalize
Resources & Support

Global Fund to share grant-making documents

PR to submit grant documents

Global Fund review

Grant Approvals Committee Review

Global Fund to Share Grant Confirmation

PR/CCM to Sign Grant Confirmation

Global Fund Board to Review

Global Fund to Sign Grant Confirmation

Grant Fully Signed

Download

Performance Framework

Budget

Attach & Submit

22. Scroll down and click on **Attach & Submit** tab

Attach & submit

Submit to the Global Fund

Document Requirements

Required

Performance Framework

Budget

Health Product Management Template

Grant-making Documents

Attach

23. Click on the **Attach** button

Note. Steps to attach and import the Budget, and review & address Budget & PF DQCs are covered in the [previous section](#)

Step 6. Complete & Submit Grant Documents

PR attaches other supporting documents



Global Fund to share grant-making documents

PR to submit grant documents

Global Fund review

Grant Approvals Committee Review

Global Fund to Share Grant Confirmation

PR/CCM to Sign Grant Confirmation

Global Fund Board to Review

Global Fund to Sign Grant Confirmation

Grant Fully Signed

Download

Attach

Document

Required

Performance Budget

Health Product Management template

Grant-making Documents

Attach Documents

Select Documents

Upload Files

Or drop files

Cancel

Save & Close

24. Click Upload Files

Step 6. Complete & Submit Grant Documents

PR attaches other supporting documents



Introduction
& Access

Process
Overview

Step 1a.
Update
GED

Step 4.
Access
Grant
Documents

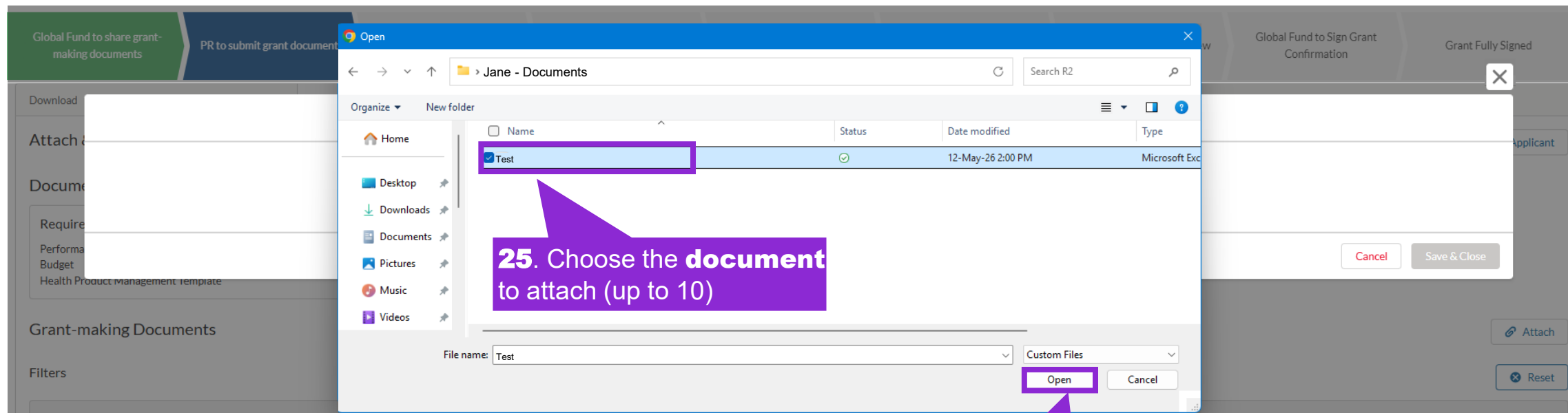
Step 6.
Complete
& Submit

Step 10.
Sign &
Share GC

Step 13.
Access
Signed
GC & Finalize

Process Overview & Detailed Instructions

Resources
& Support



Step 6. Complete & Submit Grant Documents

PR attaches other supporting documents



Introduction & Access

Process Overview

Step 1a. Update GED

Step 4. Access Grant Documents

Step 6. Complete & Submit

Step 10. Sign & Share GC

Step 13. Access Signed GC & Finalize

Resources & Support

Global Fund to share grant-making documents

PR to submit grant documents

Global Fund review

Grant Approvals Committee Review

Global Fund to Share Grant Confirmation

PR/CCM to Sign Grant Confirmation

Global Fund Board to Review

Global Fund to Sign Grant Confirmation

Grant Fully Signed

Download

Attach

Document

Required

Performance Budget

Health Product management template

Grant-making Documents

Filters

Test

4.1 MB

1 of 1 file uploaded

Done

Cancel

Save & Close

27. Wait for the file to upload and then click **Done**

Step 6. Complete & Submit Grant Documents

PR attaches other supporting documents



Introduction & Access

Process Overview

Step 1a. Update GED

Step 4. Access Grant Documents

Step 6. Complete & Submit

Step 10. Sign & Share GC

Step 13. Access Signed GC & Finalize

Resources & Support

Global Fund to share grant-making documents

PR to submit grant documents

Global Fund review

Grant Approvals Committee Review

Global Fund to Share Grant Confirmation

PR/CCM to Sign Grant Confirmation

Global Fund Board to Review

Global Fund to Sign Grant Confirmation

Grant Fully Signed

Download

Performance Frameworks

Budget

Health Products

An HPMT need

Grant-making

Filters

Document Name

Filter...

All

Documents

3 / 3

test.pdf

PDF

Type

Other

Agreed Audit Arrangements

Agreed Implementation Workplan for Y1

Approved ToRs and contracting of PR HR, SRs, and Suppliers

Co-financing Commitment Letter

Implementation Arrangements Map

List of Program Assets and Receivables

Monitoring & Evaluation Plan

Other

Rapid SEAH Risk Assessment

Language

Select the Language

English

French

Spanish

Other

Cancel

Save & Close

Attach

Reset

Download selected

Download all

28. Select **document type** and **language** in the drop-down lists

29. Click **Save & Close**

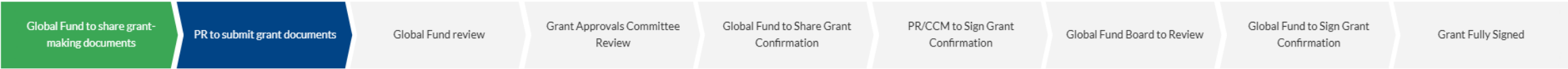
Note: Please wait for the data to load at each step as indicated on screen

Step 6. Complete & Submit Grant Documents

PR marks grant documents as Final PR Submission



Introduction & Access



Download

Performance Framework

Budget

Attach & Submit

30. Go to **Attach & Submit**

List of key required documents as applicable is displayed Please refer to the [OPN on Design Funding Requests and Sign Quality Grants](#) for more information

Attach & submit

Document Requirements

Required

Performance Framework

Budget

Health Product Management Template

Grant-making Documents

Filters

Document Name

Document Type

Language

Filter...

All

Documents

3 / 3

Document Name	Document Type	Attached	Language	Version	File Size	Final PR Submission
XXX-X-XXX_Other Document 1	Other Word	6-Jul-2026 12:05 PR contact	English	1	57.52 KB	☒
XXX-X-XXX_Other Document 2	Other PDF	6-Jul-2026 12:05 PR contact	English	1	19.98 KB	☐
XXX-X-XXX_Budget Document 3	Budget Excel	6-Jul-2026 13:32 PR contact	English	1	11.22 KB	☒

Download selected

Download all

Note: the PF is not displayed in the document list. The online version will be shared directly with the Global Fund

31. Tick **Final PR Submission** checkbox for remaining grant documents

Note: The latest imported Budget is automatically ticked as **Final PR Submission**

Process Overview & Detailed Instructions

Process Overview

Step 1a. Update GED

Step 4. Access Grant Documents

Step 6. Complete & Submit

Step 10. Sign & Share GC

Step 13. Access Signed GC & Finalize

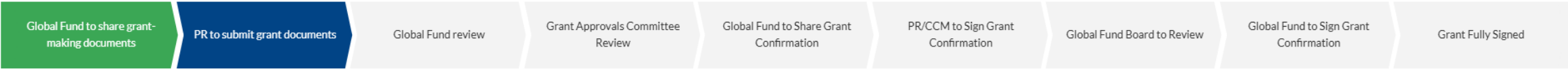
Resources & Support

Step 6. Complete & Submit Grant Documents

PR submits grant documents to the Global Fund



Introduction & Access



Download Performance Framework Budget Attach & Submit

Attach & submit

Document Requirements

- Required
- Performance Framework
- Budget
- Health Product Management Template

List of key required documents as applicable is displayed Please refer to the [OPN on Design Funding Requests and Sign Quality Grants](#) for more information

Submit to the Global Fund

32. Click on **Submit to the Global Fund**

Note: Only the PR Submitter sees and can use the **Submit to the Global Fund** button

Grant-making Documents

Filters

Document Name Document Type Language

Filter... All All

Documents 3 / 3

Download selected Download all

Document Name	Document Type	Attached	Language	Version	File Size	Final PR Submission
XXX-X-XXX_Other Document 1	Other Word	6-Jul-2026 12:05 PR contact	English	1	57.52 KB	☐
XXX-X-XXX_Other Document 2	Other PDF	6-Jul-2026 12:05 PR contact	English	1	19.98 KB	☐
XXX-X-XXX_Budget Document 3	Budget Excel	6-Jul-2026 13:32 PR contact	English	1	11.22 KB	☒

Step 6. Complete & Submit Grant Documents

PR submits grant documents to the Global Fund



Introduction
& Access

Process
Overview

Step 1a.
Update
GED

Step 4.
Access
Grant
Documents

Step 6.
Complete
& Submit

Step 10.
Sign &
Share GC

Step 13.
Access
Signed GC
& Finalize

Process Overview & Detailed Instructions

Resources
& Support

In case there are any unaddressed DQCs in the PF or Budget, an error message will be displayed

Global Fund to share grant-making documents | PR to submit grant documents | Global Fund review | Grant Approvals Committee Review | Global Fund to Share Grant Confirmation | PR/CCM to Sign Grant Confirmation | Global Fund Board to Review | Global Fund to Sign Grant Confirmation | Grant Fully Signed

Download | Performance Framework | Budget | **Attach & Submit**

Attach & submit

Document Requirements

Required

Performance Framework

Budget

There are unresolved Data Quality Checks (DQC) for the PF and/or Budget. [Next steps]: Resolve any Data Quality Check (DQC) errors and/or warnings. Provide justifications for any remaining DQCs.

OK

Submit to the Global Fund

33. Click **OK** and go back to the **Performance Framework** and/or **Budget** tab to address the remaining DQCs

Step 6. Complete & Submit Grant Documents

PR submits grant documents to the Global Fund



Introduction
& Access

Process
Overview

Step 1a.
Update
GED

Step 4.
Access
Grant
Documents

Step 6.
Complete
& Submit

Step 10.
Sign &
Share GC

Step 13.
Access
Signed GC
& Finalize

Process Overview & Detailed Instructions

Resources
& Support

The screenshot displays the Global Fund submission interface. At the top, a progress bar shows the following steps: Global Fund to share grant-making documents, PR to submit grant documents (highlighted), Global Fund review, Grant Approvals Committee Review, Global Fund to Share Grant Confirmation, PR/CCM to Sign Grant Confirmation, Global Fund Board to Review, Global Fund to Sign Grant Confirmation, and Grant Fully Signed. Below the progress bar, the 'Attach & submit' section is visible, showing a list of required documents: Performance Framework, Budget, and Health Product Management Template. A modal dialog box titled 'Submit Grant-making to the Global Fund' is open, displaying the same list of required documents. The dialog box has a 'Cancel' button and a 'Submit to the Global Fund' button, which is highlighted with a red box. A callout box points to the 'Submit to the Global Fund' button, stating: '34. Click on **Submit to the Global Fund** button'. Another callout box points to the list of required documents, stating: 'List of key required documents as applicable is displayed. Please refer to the [OPN on Design Funding Requests and Sign Quality Grants](#) for more information'.

34. Click on **Submit to the Global Fund** button

Note: Please wait for the data to be shared as mentioned on screen

Step 6. Complete & Submit Grant Documents

PR submits grant documents to the Global Fund



Introduction
& Access

Process
Overview

Step 1a.
Update
GED

Step 4.
Access
Grant
Documents

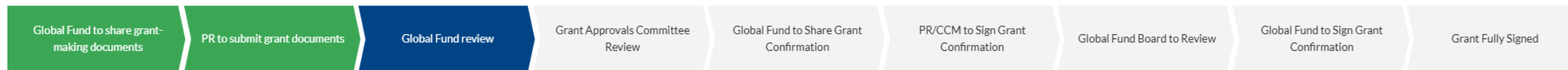
Step 6.
Complete
& Submit

Step 10.
Sign &
Share GC

Step 13.
Access
Signed GC
& Finalize

Process Overview & Detailed Instructions

Resources
& Support



The status moves to **Global Fund review**

Note after submission to the Global Fund:

- A confirmation message is displayed to confirm successful submission to the Global Fund and an email confirmation is sent to the PRs & CCMs
- An email notification is also sent to the Global Fund to inform them about the grant documents submission
- The online PF becomes read-only. The PR can view and download other documents, including the Budget but can no longer attach or submit new versions.
- Nothing further is required from the PR at this stage

Step 6. Complete & Submit Grant Documents

Optional – PR resubmits PF and/or Budget as requested by the Global Fund



If changes to the grant documents are needed, the **Global Fund** can request the **PR to resubmit the PF and/or Budget** – the rationale is included in the email notification. The status moves back to **PR to submit grant documents**

BUDGET RESUBMISSION

35. Update the Budget file on desktop

36. Attach & import the Budget file in the Partner Portal (repeat steps from [there](#))

Note: when attaching and importing a new version of the Budget, all previous data is **overwritten**, including previously provided justifications for DQCs.

Attention! An updated Budget is being attached and will be imported. This step deletes and overwrites all previous Budget data in the system, including previously provided justifications for Data Quality Checks (DQCs). [Next steps]: To access and save the existing DQCs and justifications prior to attaching an updated Budget, click 'Cancel' and then click on the button 'Download DQCs'. To proceed with attachment of the updated Budget, click the 'OK' button below. Are you sure you want to attach an updated Budget and overwrite the existing data and DQCs in the system?

Cancel

OK

37. Click **Cancel to perform the recommended actions before attaching again ([details here](#))**

38. Click **OK once ready to proceed**

39. Check and address DQCs as needed ([details here](#)) before resubmitting to Global Fund ([details here](#))

Step 6. Complete & Submit Grant Documents

Optional – PR resubmits PF and/or Budget as requested by the Global Fund



If changes to the grant documents are needed, the **Global Fund** can request the **PR to resubmit the PF and/or Budget** – the rationale is included in the email notification. The status moves back to **PR to submit grant documents**

PERFORMANCE FRAMEWORK (PF) RESUBMISSION

40. Go back to the online Performance Framework tab & Update sub-tabs as needed ([details here](#))

41. Check and address DQCs as needed ([details here](#)) before resubmitting to the Global Fund ([details here](#))

Step 10. Sign & Share Grant Confirmation



Introduction
& Access

Process
Overview

Step 1a.
Update
GED

Step 4.
Access
Grant
Documents

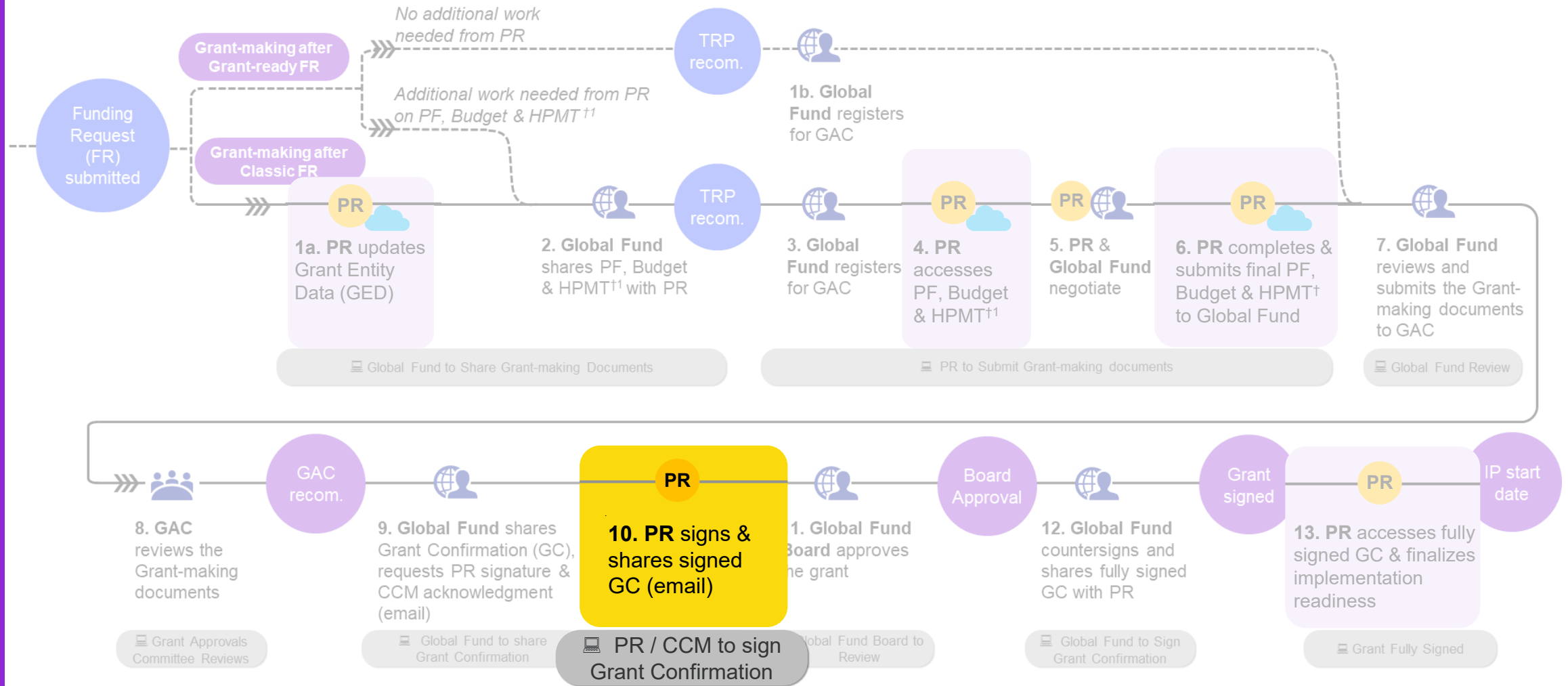
Step 6.
Complete
& Submit

Step 10.
Sign &
Share GC

Step 13.
Access
Signed GC
& Finalize

Process Overview & Detailed Instructions

Resources
& Support



Step 10. Sign & Share Grant Confirmation



Introduction
& Access

Process
Overview

Step 1a.
Update
GED

Step 4.
Access
Grant
Documents

Step 6.
Complete
& Submit

Step 10.
Sign &
Share GC

Step 13.
Access
Signed GC
& Finalize

Process Overview & Detailed Instructions

Resources
& Support

Coming soon

These instructions will be updated once enhancements to the Partner Portal are introduced.

Dedicated communications will be sent to CCMs and PRs

Step 13. Access Signed Grant Confirmation & Finalize Implementation Readiness



Introduction
& Access

Process
Overview

Step 1a.
Update
GED

Step 4.
Access
Grant
Documents

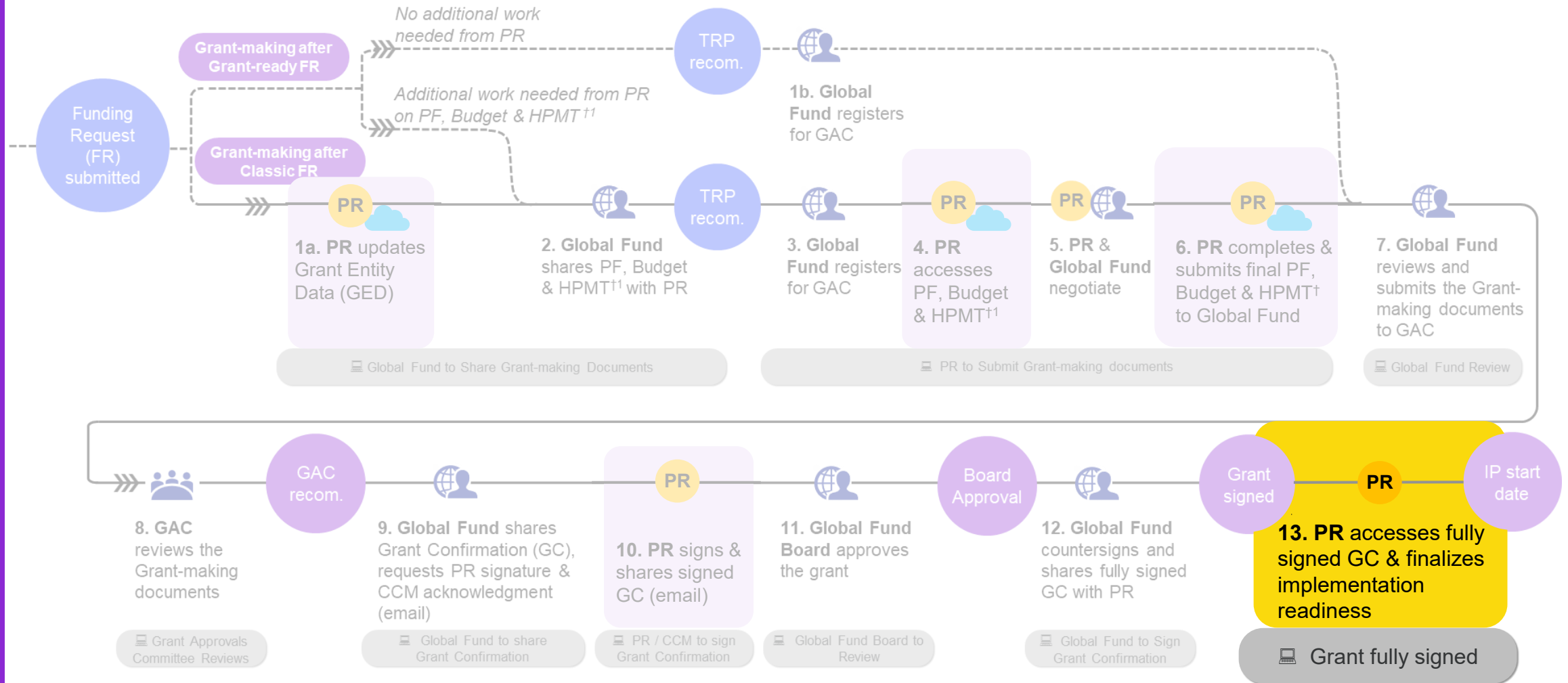
Step 6.
Complete
& Submit

Step 10.
Sign &
Share GC

Step 13.
Access
Signed GC
& Finalize

Process Overview & Detailed Instructions

Resources
& Support



Step 13. Access Signed Grant Confirmation & Finalize Implementation Readiness



Introduction
& Access

Process
Overview

Step 1a.
Update
GED

Step 4.
Access
Grant
Documents

Step 6.
Complete
& Submit

Step 10.
Sign &
Share GC

Step 13.
Access
Signed GC
& Finalize

Process Overview & Detailed Instructions

Resources
& Support

Coming soon

These instructions will be updated once enhancements to the Partner Portal are introduced.

Dedicated communications will be sent to CCMs and PRs

RESOURCES & SUPPORT

Online Resources

List of Acronyms & Abbreviations

Contact Support for Technical Issues

Introduction
& Access

Process
Overview &
Detailed
Instructions

Resources
& Support

Online Resources

Operational Policy & Procedures

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

Grant-making Guidance

- PF Partner Portal Manual [English](#) | *Français* | *Español (forthcoming)*
- HPMT Partner Portal Manual [English](#) | [Français](#) | [Español](#)
- GC8 Essentials [English](#) | [Français](#) | [Español](#)
- Country Resources [Grant-making section](#)
- Information Sessions [Grant-making section](#)
- Video demos [Partner Portal Demos](#)

Additional Resources

- Accessing your GC8 allocation [English](#) | [Français](#) | [Español](#)
- GED Interactive Guide (PR) [English](#) | [Français](#) | [Español](#)
- Guidelines for Grant Budgeting [English](#) | [Français](#) | [Español](#)
- GC8 Modular Framework [English](#) | [Français](#) | [Español](#)
- Funding Request Partner Portal Manual [English](#) | [Français](#) | [Español](#)

Introduction
& Access

Process
Overview &
Detailed
Instructions

Online
Resources
&
Acronyms

Technical
Support

Resources & Support



List of Acronyms & Abbreviations



Introduction & Access
Process Overview & Detailed Instructions
Online Resources & Acronyms
Technical Support

CCM	Country Coordinating Mechanism
CT	Country Team
DQC	Data Quality Checks
GAC	Grant Approvals Committee
GC	Grant Confirmation
GC8	Grant Cycle 8
GED	Grant Entity Data
HPMT	Health Product Management Template

IP	Implementation Period
LFA	Local Fund Agent
OPN	Operational Policy Note
PF	Performance Framework
PR	Principal Recipient
TRP	Technical Review Panel
UQD	Unfunded Quality Demand

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

1. Click **Report an Issue** button

? Report an Issue

Tracey Burton ▼

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

2. Fill in the different fields

3. Click **Submit**

Submit

Cancel



The Global Fund to Fight
AIDS, Tuberculosis and Malaria

+41 58 791 17 00
theglobalfund.org