

## PARTNER PORTAL User Manual

## **Grant Revisions**







ISSUED: 22 MAY 2025





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- Ensure your Grant Entity Data is Up-to-date
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## **Purpose of This Manual**

The goal of a grant revision is to allow for planned Global Fund investments to be adjusted to changing context and requirements during grant implementation. This ensures continued effective and efficient use of Global Fund resources to achieve maximum impact in line with national strategic plans and the Global Fund's Strategy. A grant revision may also occur due to other changed circumstances and arrangements

The revisions process workflow, including document submission and notifications, is facilitated through the **Global Fund Partner Portal** 

This document is an interactive guide for PRs to understand the process and system steps involved in preparing and completing a grant revision

Click here for instructions on how to use this manual

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## How to Use This Manual

This document is an interactive guide.

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

Additional revisions resources can be found on the Global Fund website

The manual is structured into the following sections

- Home page: Direct access to the different sections and guide to navigation
- Introduction & Access: Instruction and how to access the Revision module in the Partner Portal
- Process Map: Grant Revision process overview
- Step-by-step Guide: What to do in the Partner Portal
- **Resources & Support:** Links to useful materials and contacts

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### Legend

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### **Navigation Buttons**

Go back or advance to the next page

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Click on this icon to jump to a list of acronyms

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## HOW TO Log in to the Partner Portal (1/2)

Open the notification email you received from the Global Fund\* and click the link provided.

Dear recipient,

The Global Fund has shared the forms for the Additional Funding revision for Afghanistan AFG-Z-UNDP P02.

Shared forms:

- Performance Framework
- Incremental Budget

Please use the link https://revision.theglobalfund.org/a7Z3p00000L54UEAS to access the forms in the Partner Portal.

\* Note: Instead of clicking the link from the email, you can also access the grant revision by

[Next steps]: Please update the forms to reflect the changes required for this revision. Once completed, submit the forms in the Partner Portal for Global Fund review.

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

going to the Partner Portal at https://portal.theglobalfund.org.



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## HOW TO Log in to the Partner Portal (2/2)

- 1. Sign into the Global Fund Partner Portal by entering your user ID (<u>e.g.\*\*\*@ext.theglobalfund.org</u>).
- 2. Then, click **Next**.
- 3. Enter your password and click **Sign in**.



- 4. Click **Yes** to stay signed into the site.
- 5. In the Allow Access screen, click **Allow**.





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## HOW TO Access Revisions in the Partner Portal



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## **Ensure Your Grant Entity Data is Up-to-date**

Grant Entity Data (GED) consists of the organization and contact information required from Grant Entities (PRs, LFAs, CCMs, and third-party organizations) to enable them to process key grant life cycle activities and achieve business milestones in a timely and quality manner.

- Up-to-date Grant Entity Data allows PRs to successfully complete grant revisions steps through the Global Fund Partner Portal
- Remember to update your GED immediately through a **Change Request** when organization or contact information changes (to allow time for review & validation by the Global Fund)



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## **Key GED Terms in the Partner Portal**

**Contacts with Signatory Rights** refers to the persons that are duly authorized by the organization to sign or acknowledge legally-binding documents and/or to sign disbursement requests.

**Contacts with Notice Rights** refers to the persons that will serve as the contact point for Global Fund notices regarding contractual matters (as per the terms of the relevant Grant Agreement) and/or grant or portfolio-specific correspondences.

**Contacts with Access Rights** refers to the persons that will have access to the Global Fund Partner Portal to manage GED

**Contact with Grant Deliverables Access Rights – Editor.** Contacts responsible for accessing, completing, and attaching grant deliverables (e.g., grant-making, pulse checks, PU/DRs) and any supporting documents through the Partner Portal. Editor rights are assigned per grant/portfolio, and one contact can be editor for either one or multiple grants/portfolios.

**Contact with Grant Deliverables Access Rights – Submitter.** Contacts responsible for submitting grant deliverables (e.g., grant-making, pulse checks, PU/DRs) to the Global Fund through the Partner Portal, in addition to having editor rights (access, complete and attach).

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## GRANT REVISIONS

**Revision Process Overview** 

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PR Signs & Sends IL

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PR Initiates the BAF

PR Edits & Submits the BAF

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## **Grant Revisions**



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## **Grant Revisions**



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| <b>PR AC</b><br>Grant Revisio   | CESSES                                      | <b>5 &amp; Downl</b><br>Accesses & Edits Gra                      | oads Docume<br>nt Revision Documents  | ents (1/3)  | )                | Int<br>&        | troduction<br>Access |
|---|---|---|---|-------------|------------------|-----------------|----------------------|
| English Français Español  | •   |   |   |             | ? Help           |                 | Revision<br>Overview |
| Home Revisions Revisions Revisions  | <b>1.</b> Click on the <b>Revisions</b> tab |   |   |             | <b>G</b> uidance |                 | Access<br>& Edit     |
| Active Revisions (1)<br>ETH-T-FMOH<br>Actual IP Dates<br>1-Jul-2024 to 30-Jun-2027<br>Revision Type<br>Additional Funding - Additional Funding<br>Revision Status<br>PR to submit documents | g   | <b>2.</b> Click on the relevant grant                             |   |             |                  | Grant Revisions | Attach &<br>Submit   |
| Completed Revisions (3)<br>ZAF-C-AFSA<br>Actual IP Dates<br>1-Abr-2022 to 31-Mar-2025   |   | NER-M-CRS<br>Actual IP Dates<br>1-Ene-2021 to 31-Dic-2023         | NER-T-MSP<br>Actual IP Dates<br>1-Ene-2022 to 31-Dic-2024                         |             |                  |                 | Send<br>Signed IL    |
| Revision Type<br>Programmatic - Material Budget Revisio<br>Registration Date  | on  | Revision Type<br>Additional Funding<br>Registration Date          | Revision Type<br>Programmatic - Material Budget Revision<br>Registration Date     |             |                  |                 | BAF<br>Overview      |
| ු THE GLOBAL FU   | UND   | Note!           • The revision state           • This can be acce | us is <b>PR to submit documents</b><br>essed directly via the link in the notific | ation email |                  | Rí<br>&         | esources<br>Support  |

| <b>PR Acces</b><br>Grant Revision Ste  | SSES & I   | <b>Downloa</b><br>s & Edits Grant F   | ads D<br>Revision Do           | <b>OCUM</b><br>ocuments                              | ents (2  | 2/3)              |                   | In<br>&  | troductior<br>Access |
|--|--|---|--------------------------------|--|--|-------------------|-------------------|----------|----------------------|
| THE GLOBAL FUND  |  |   |                                |  |  |                   |                   |          | Revision<br>Overviev |
| Revisions > ETH-T-FMOHP06  |  |   |                                |  |  |                   | <b>G</b> Guidance |          |                      |
| Revision  Implementation Period Name ETH-T-FMOHP06  Implementation Period Currency USD |  | Revision Type<br>Additional Funding - Additional Funding<br>Revision Status<br>DB to submit documents |                                | Organization re<br>PR Test Submi<br>Signatory for le | presentative for notice<br>t <b>ter</b><br>gal agreements                                |                   | 0 0               |          | Access<br>& Edit     |
| Actual IP Dates<br>1-Jul-2024 to 30-Jun-2027   |  |   |                                | Submitter<br>PR Test Submi                           | tter   |                   | 00                | Grant Re | Attach &             |
| Download Revision Forms Performance Framework Revision Forms Filters Document Name     | Attach & Submit Revision Forms<br><b>3.</b> The documents<br>Fund are listed in<br><b>Revisions Form</b> | s shared by The Glob<br>the <b>DownIoad</b><br><b>ns</b> section                                      | al                             | 4. Click<br>documents<br>selected<br>Download        | to download indi<br>, the <b>Download</b><br>button or the<br><b>d All</b> button to ref | vidual            | Reset             | visions  | Sond                 |
| Filter   |  |   | •                              | selected/all   | documents at on  | ce                |                   |          | Signed II            |
| 5 / 5<br>Document Name 14  | Document Type 📬  |   | Attached 1                     | Language 📬   |  | Download selected | A Download all    |          | <u> </u>             |
| ETH-T-FMOH_PF_16Jan25  | Performance Framework<br>Excel   | GF Shared   | 16-Jan-2025<br>The Global Fund | English  |  |                   | <b>7</b> ~        |          | BAF                  |
| ETH_T_FMOH_DetailedBudget_1  | Other GF Shared<br>Excel   |   | 16-Jan-2025<br>The Global Fund | English  |  |                   | 4 ~               |          | Overviev             |



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### Introduction **PR Accesses & Downloads Documents (3/3)** & Access Grant Revision Step 1. PR Accesses & Edits Grant Revision Documents Revision S THE GLOBAL FUND Overview Home Revisions Guidance ✓ Revision Access Once the documents are downloaded, please save them on your computer and proceed with editing & Edit 00 0 Once you have finished editing the documents, proceed to Grant Revision Step 2. PR Attaches & Grant Revisions 00 **Submits Grant Revision Documents** Attach & Submit The next slides cover i, the online visualization of the Performance Framework, and ii, the online visualization **Revision Forms** and editing of the C19RM Performance Framework 🗴 Reset **Document Name** Document Type Language Send All Signed IL 🕁 Download selected 🛛 🕁 Download all Document Name 1 Document Type 1 Attached 1 Language 🖈 ETH-T-FMOH\_PF\_16Jan25 Performance Framework GF Shared

16-Ene-2025

The Global Fund

The Global Fund

English

English



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BAF

Overview

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ETH\_T\_FMOH\_DetailedBudget\_1

Other GF Shared

Excel

## **PR Visualizes the PF Online (1/3)**

Grant Revision Step 1. PR Accesses & Edits Grant Revision Documents

| ら THE GLOBAL FUND   |  |  |   |                               | l        | Revision<br>Overview |
|---|--|--|---|-------------------------------|----------|----------------------|
| Home Revisions  |  |  |   |                               |          |                      |
| Revisions > ETH-T-FMOHP06   |  |  |   | Guidance                      |          |                      |
| ✓ Revision  | De Mar Tar   |  |   |                               |          | Access<br>& Edit     |
| ETH-T-FMOHP06   | Additional Funding - Additional F                                | unding   | Organization representative for notice<br>PR Test Submitter |                               |          |                      |
| Implementation Period Currency<br>USD                                     | Revision Status<br>PR to submit documents                        |  | Signatory for legal agreements                              | 0                             |          |                      |
| Actual IP Dates<br>1-Jul-2024 to 30-Jun-2027                              | 1. If the Global Fund share                                      | s the Performance Fram                                 | nework (PF) with the revision, a                            | 0 0                           | Grant R  | Attach &             |
| Download Revision Forms Performance Framework Attach &:<br>Revision Forms | be visualized online (view o                                     | only).   | able in the Partner Portal, where the PF can                |                               | evisions | Submit               |
| Filters   | Click on the <b>Performanc</b>                                   | e Framework tab to                                     | visualize the document online.                              | 8 Reset                       | 1        |                      |
| Document Name Filter  | However, to edit the PF, cli<br><b>Forms</b> section. Refer to p | ck the relevant <b>Downl</b> orevious slide for guidan | oad button in the <b>Download Revision</b><br>ce            |                               | :        | Send<br>Signed IL    |
| S / 5   |  |  |   | Ł, Download all               |          |                      |
| Document Name $\tau_{\downarrow}$   | Document Type 14   | Attached 1   | Language 14   |                               |          |                      |
| ETH-T-FMOH_PF_16Jan25   | Performance Framework GF Shared<br>Excel                         | 16-Jan-2025<br>The Global Fund                         | English   | $\overline{\pi}$ ~            |          | BAF<br>Overview      |
| ETH_T_FMOH_DetailedBudget_1   | Other GF Shared<br>Excel   | 16-Jan-2025<br>The Global Fund                         | English   | $\overline{\pi}$ $\checkmark$ |          |                      |



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## **PR Visualizes the PF Online (2/3)**

Grant Revision Step 1. PR Accesses & Edits Grant Revision Documents

| Download Revision Forms   | Performance Framework Attach & Submit Revision Forms  |   |   |                  |  |            |                 | Revision<br>Overvie |
|---|---|---|---|------------------|--|------------|-----------------|---------------------|
| Overview Goals Ob   | ojectives Impact Indicators Outcome Indicators Coverage Indicators Work Plan Tracking Measures            |   |   |                  |  |            |                 |                     |
| overview<br>✓ Implementa<br><b>2.</b> Navigate<br>Partner Por   | e through the different sections of the PF in the rtal by clicking on the various tabs ( <b>Overview,</b> |   | Geography<br>Ethiopia<br>AUP start date<br>1-Jul-2024 |                  | Expand All ⊆ Co     S. Click Expand All / Collapse All to quickly access | llapse All |                 | Access<br>& Edit    |
| Goals, Objectives, Indicators, WPTMs)<br>Here the user visualizes the <b>Overview</b> section of the<br>Performance Framework |   |   | the information of inte                               |                  | the information of interest  | ۵          | Grant Revisions | Attach a<br>Submit  |
| 2   | Program management  |   |   |                  |  | •          |                 |                     |
| 3   | Collaboration with other providers and sectors  |   |   |                  |  | •          |                 | Send                |
| 4   | TB diagnosis, treatment and care  |   |   |                  |  | Θ          |                 | Signed              |
| 5   | Drug-resistant (DR)-TB diagnosis, treatment and care  |   |   |                  |  | •          |                 |                     |
| 6   | TB/DR-TB Prevention   |   |   |                  |  | ٠          |                 |                     |
| ✓ Interventions (Or   | nly required if you have Work plan Tracking Measures)   |   |   |                  |  |            |                 |                     |
| #   | Module  |   | Intervention  |                  |  |            |                 | BAF                 |
| 1   | RSSH: Monitoring and evaluation systems   | • | Surveys   |                  |  | ٠          |                 | Overvie             |
| 2   | Removing human rights and gender related barriers to TB services  | ٠ | Ensuring people-centered and rights-based TB service  | es at health fac | ilities  | •          |                 |                     |



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## **PR Visualizes the PF Online (3/3)**

Grant Revision Step 1. PR Accesses & Edits Grant Revision Documents

| Download Revision Forms Performance Frame<br>Overview Goals Objectives Impar  | work       Attach & Submit Revision Forms         ct Indicators       Outcome Indicators         Coverage Indicators       Work Plan Tracking Measures |  |                           | Revisio<br>Overvie |
|---|--|--|---------------------------|--------------------|
| Coverage Indicators (13)<br>Coverage Indicator 1<br>Module<br>TB diagnosis,<br>Coverage Indicator 1<br><b>4.</b> Navigate<br>Partner Por<br>TBDT-1 Num<br><b>Goals, Ob</b>  | e through the different sections of the PF in the tal by clicking on the various tabs ( <b>Overview</b> , <b>Diectives, Indicators, WPTMs</b> )        | Country<br>Ethiopia<br>Scope of Targets<br>Geographic Nation | Expand All E Collapse All | Access<br>& Edit   |
| <ul> <li>Base</li> <li< td=""><td>er visualizes the <b>Coverage Indicators</b><br/>ne Performance Framework</td><td>the information of int</td><td>terest Grant Revisions</td><td>Attach a<br/>Submit</td></li<></ul> | er visualizes the <b>Coverage Indicators</b><br>ne Performance Framework   | the information of int                                       | terest Grant Revisions    | Attach a<br>Submit |
| Coverage Indicator 2<br>Module<br>TB diagnosis, treatment and care<br>Coverage Indicator<br>TBDT-3a Percentage of notified patients with a<br>and relapse TB  | This completes the online visualization  | on of the Performance Framework                              |                           | Send<br>Signed     |
| <ul> <li>&gt; Baseline and Targets</li> <li>&gt; Disaggregations</li> </ul>   | The next slides cover the online visualization and e   | editing of the C19RM Performance Framework                   |                           | BAF<br>Overvie     |



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| THE GLOBAL FUND   |  |   | ? Help PR Test Submitter ▼ | Revision<br>Overviev   |
|---|--|---|----------------------------|------------------------|
| Home Revisions  |  |   |                            |                        |
| Revisions > NER-M-CRSP03  |  |   | • Guidance                 | Access                 |
| ✓ Revision Implementation Period Name NER-M-CRSP03  | Revision Type<br>Programmatic - TRP review not required        | Organization representative for notice<br>PR Test Submitter | 6 👁                        | & Edit                 |
| Implementation Period Currency<br>EUR   | Revision Status<br>PR to submit documents                      | Signatory for legal agreements                              | 0                          | Gra                    |
| Actual IP Dates<br>1-Ene-2021 to 31-Dic-2023  |  | Submitter<br>PR Test Submitter                              | 0 0                        | Attach &               |
| Download Revision Forms Performance Framework C19RM Performance Framework Attach                                      | & Submit Revision Forms  |   |                            | Visions                |
| Performance Framework for Grant Revision NER-M-CRS P Status Draft  Overview Objectives Indicators WPTM  Lift there is | a C19RM PF required  | Signed-off on   | Language<br>French         | Send<br>Signed I       |
| This section<br>applies to<br>5<br>5<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1                                | on, Partner Portal user<br>e <b>C19RM</b><br>ice Framework tab | 🗮 🖍 Edit  |                            | BAF<br>Overviev        |
| C19RM   |  |   |                            |                        |
| THE GLOBAL FUND   |  |   |                            | Resources<br>& Support |

| n ACCE35E<br>Int Revision Step 1. PF                      | R Accesses & Edits Grant R                 | evision Documents                                      |          |
|---|--|--|----------|
| ovision   |  | 2. In the <b>Overview</b> tab, you can                 | Guidance |
| ad Revision Forms Performance Framework C19RM Performance | e Framework Attach & Submit Revision Forms | Reporting Frequency or the<br>C19RM Use by Date fields |          |
| Performance Framework for Grant Revision NER-M-C          | RS P03                                     |  | A        |
| Frequency in months 6                                     | C19RM Use by Date<br>31-Dec-2025           | 📸 🖉 Edit   | Grant F  |
| Indicator Reporting Periods<br>Period Start Date          | Period End Date                            |  | evisio   |
| 1 Jul 2023  | 31 Dec 2023<br>30 Jun 2024                 |  |          |
| Jul 2024  | 31 Dec 2024                                |  |          |
| L Jan 2025<br>L Jul 2025                                  | 30 Jun 2025<br>31 Dec 2025                 |  | Se Se    |
|   |  |  |          |
| ver vivity Periods  | Defet doub                                 |  |          |
| is section  | Period End Date                            |  |          |
| applies to  | 31 Dec 2023                                |  | B/       |
| 5th   | 31 Mar 2024                                |  | O        |
| ₹ <u>₹</u>  | 30 Jun 2024                                |  |          |
| C19RM   | Note!                                      |  |          |
|   | The Indicator Reporti                      | ng Periods and Key Activity Periods                    |          |

| PR Access   | es & Edits the C                    | <b>19RM PF online</b> | (3/9) Intro | oducti<br>.ccess |
|---|-------------------------------------|-----------------------|-------------|------------------|
| Revisions > NER-M-CRSP03                          | on other tabs ( <b>Objectives</b> , | TDocuments            | Guidance    | Revisi<br>Overv  |
| wnload Revision Forms Performance Framew in Other | section of the C19RM PF             |                       |             |                  |
| Performance Framework for Grant Revision          | 5 P03                               |                       | 8           | & Ed             |
| Frequency in months                               | C19RM Use by Date<br>The c-2025     | 🛗 🖌 Edit              | Grant       | Attac            |
| Indicator Reporting Periods<br>Period Start Date  | Period End Date                     |                       | Revision    | Subr             |
| 1 Jul 2023<br>1 Jan 2024                          | 31 Dec 2023<br>30 Jun 2024          |                       |             | _                |
| 1 Jul 2024<br>1 Jan 2025                          | 31 Dec 2024<br>30 Jun 2025          |                       | S           | Sen              |
| 1 Jul 2025  | 31 Dec 2025                         |                       |             | sign             |
| Four Vivity Periods                               | Period End Date                     |                       |             | _                |
| applies to  | 30 Sept 2023<br>31 Dec 2023         |                       | В           | 3AF              |
|   | 31 Mar 2024                         |                       | C           | Dve              |
| C19RM   |                                     |                       |             |                  |
| THE GLOBAL FUND                                   |                                     |                       |             | sour<br>Supp     |

| PR Accesses & Edits the C19RM PF online (4/9<br>Grant Revision Step 1. PR Accesses & Edits Grant Revision Documents  | )        | Introduction<br>& Access   |
|--|----------|--|
| C THE GLOBAL FUND  |          | Revision<br>Overview   |
| Revisions > NER-M-CRSP03   | Guidance |  |
| Revision indicator, click Indicators   |          | Access   |
| Download Revision Forms Performance Framework Attach & Submit Revision Forms   |          | & Edit   |
| > Performance Framework for Grant       .sion NER-M-CRS P03         Overview       Objectives         Indicators       WPTM  |          | Gran   |
| LMIS reporting rate: Percentage of all health facilities that are required to report that actually submitted an LMIS report to central authority   | dicator  | Attach & Children & Ch |
| Intervention Country Scope of Targets Health products and waste management systems Niger Geographic National, 100% of national program   | target   | ons  |
| Indicator Unulation Type HPM-1 LMIS reporting rate: Percentage of all health facilities that are required to report that actually submitted an LMIS report to central authority Non cumulative - other |          | Send   |
| Baseline Year     Baseline #N     Baseline #D     Baseline %     Source     Source     Source  |          | Signed IL  |
| This section<br>applies to<br>↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓  |          | BAF<br>Overview  |
| C19RM  S THE GLOBAL FUND  Note!  An existing indicator cannot be removed  ABC  | 10       | Resources<br>& Support   |

## **PR Accesses & Edits the C19RM PF online (5/9)**

Grant Revision Step 1. PR Accesses & Edits Grant Revision Documents

| V Targets  |     |   |                           | ×         |  |  |          | Overview  |
|--|-----|---|---------------------------|-----------|--|--|----------|-----------|
| Jul 1, 2023 to Dec 31, 2023  | 1   | Percentage of districts report                  | ting events (per national | Co        | omments  |  |          |           |
| Jan 1, 2024 to Jun 30, 2024  | 1   | guidelines)                                     |                           | Ob        | bjectives: This indicator will measure the number of pressure swing adsorp<br>f Global Fund investments and operational. Baseline: The GF will be funding  | tion (PSA) plants installed as a result the implementation of PSA plants |          |           |
| Jul 1, 2024 to Dec 31, 2024  | 1   | Geography                                       |                           | for       | or the first time in 2023-2024 with C19RM grant funding, which explains wh<br>ata sturce: Installation and visit reports. Data collection method: Semi-ann | y the baseline data is not available.<br>ually: Calculation method:      |          |           |
| Jan 1, 2025 to Jun 30, 2025  | 1   | Niger   |                           | NL        | lumen tor: Number of pressure swing adsorption - PSA plants installed than<br>persti and Deponingtor: Number of pressure swing adsorption (PSA) plants     | ks to GF investments and   |          |           |
| Jul 1, 2025 to Dec 31, 2025  | 1   | Scope of Targets                                |                           | (in       | ncludi ig va   | VPSA) plants). Targets: These  |          | Access    |
|  |     | Geographic Subnational, 100% of national progra | m target                  | * an      | nd op ratio <b>7.</b> Edit the necessary   | t of Global Fund investments<br>ts, a site identification and            |          | & Edit    |
|  |     | Cumulation Type                                 |                           | ev        |  | AS, the report of which is<br>the placing of the order for the           |          |           |
|  |     | Non cumulative - other                          |                           | pla<br>ou | lants i Wa<br>ut the sites   | rvice provider to assess and fit   |          |           |
|  |     | Source  |                           | Qu        | uotat ons are avail  |  | Gra      |           |
|  |     | Add source                                      |                           | Co        | omme its (loca suage)  |  | ant      |           |
|  |     | L   |                           | 1         |  |  | Re       | Attach &  |
|  |     | Source (local language)                         |                           | -         |  |  | Siv      | Submit    |
| Percentage of districts reporting events (per national guidelines)               |     |   |                           |           |  | Edit Indicator   | <u>o</u> |           |
| Surveillance systems   |     | Receiling unge                                  | Pacelina numerator        |           | Scope of largets   |  | S        |           |
| Indicator  |     | 2020  | 50                        | 0         | Cumul <mark>.</mark> tion Type   |  |          |           |
| RSSH/PP M&E-9 Percentage of districts reporting events (per national guidelines) |     | Roceline denominator                            | Roceline percentage       | -         |  |  |          | Sond      |
| ∼ Baseline   |     | 100   | Dasenine per centage      |           |  |  |          | Signed II |
| Baseline Year  |     | Comments  |                           | 50        | Source (local langu  | age)   |          | olghod iE |
|  |     | Add comments                                    | 8. Click Save             |           |  |  |          |           |
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## **Grant Revisions**



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## **PR Attaches Revised Grant Documents (5/6)**

Grant Revision Step 2. PR Attaches & Submits Grant Revision Documents

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## **PR Submits Revised Grant Documents (2/3)**

Grant Revision Step 2. PR Attaches & Submits Grant Revision Documents





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## **PR Submits Revised Grant Documents (3/3)**

Grant Revision Step 2. PR Attaches & Submits Grant Revision Documents

This completes the PR submission of grant revision documents to the Global Fund. An email notification is sent confirming submission

The next step is for the Global Fund to i. review, validate and generate final PDF versions of the documents; and ii. prepare and submit the Implementation Letter in the Partner Portal

Proceed to Grant Revision Step 3. PR Signs & Sends the IL to the Global Fund

Access & Edit Grant Revisions Attach & Submit Send Signed IL BAF Overview

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Note!

Upon submission, the revision status changes to **Global Fund Review** 



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#### **Grant Revisions**



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#### **PR Accesses the IL (2/3)**

Grant Revision Step 3. PR Signs & Sends the IL to the Global Fund

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#### **PR Accesses the IL (3/3)**

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## **PR Attaches the Signed IL (2/5)**

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## **PR Attaches the Signed IL (3/5)**

Grant Revision Step 3. PR Signs & Sends the IL to the Global Fund



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## **PR Attaches the Signed IL (4/5)**

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## **PR Attaches the Signed IL (5/5)**

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| <b>'K Sends</b><br>Frant Revision Step 3  | the Signed<br>PR Signs & Sends the   | <b>I IL to the</b><br>e IL to the Global Fu     | · Globa<br>nd                              | al F  | und (1   | /3)                         | Introc<br>& Acc |
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| THE GLOBAL FUND   |  |   |  |   |  |                             | Re<br>Ov        |
| ome Revisions   |  |   |  |   |  |                             |                 |
| evisions > NER-M-CRSP03   |  |   |  |   |  | 1 Guidance                  |                 |
| > Revision  |  |   |  |   |  |                             | Ac<br>& I       |
| Download Revision Forms Performance Framework C19RM   | Performance Framework Attach & Submit Revision Forms   |   |  |   |  |                             |                 |
| Attached documents for submission to the Glo  | bal Fund.  |   |  |   | Submit Implementation  | h Letter to The Global Fund |                 |
| Please consult the Global Fund policy to ensure you submit all re   | quired documents for this revision type)   |   |  |   |  |                             | Gra             |
| C 19RM Health Product Management Template<br>Funding Landscape Table - Malaria<br>Revision Request Form<br>Revision documents for submission to the Glob  | pal Fund   | 1.<br>Le  | Click Submit                               | Impleme<br>lobal Fui                          | ntation<br>nd  | 1. Attach                   | nt Revisio      |
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 ${\mathfrak S}$  the global fund

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#### PR Sends the Signed IL to the Global Fund (2/3)

Grant Revision Step 3. PR Signs & Sends the IL to the Global Fund

| C English Français Español  |   |  |                  |                                 |                             | ? Help PR Test Submitter 👻       |                 | Revision<br>Overview |
|---|---|--|------------------|---------------------------------|-----------------------------|----------------------------------|-----------------|----------------------|
| Home Revisions Revisions > NER-M-CRSP03   |   |  |                  |                                 |                             | Guidance                         |                 | Access               |
| > Revision  |   |  |                  |                                 |                             |                                  |                 | & Edit               |
| Download Revision Forms Performance Framework C19RM Performance Framework   | ework Attach & Submit Revision Forms                  |  |                  |                                 |                             |                                  |                 |                      |
| Attached documents for submission to the Global Fund.<br>(Please consult the Global Fund policy to ensure you submit all required document<br>C19RM Health Product Management Template<br>Funding Landscape Table - Malaria<br>Implementation Letter - PR Signed<br>Revision Request Form | ts for this revision type)<br>Sub<br>Are you sure you | mit Implementation Letter to The Global Fund | <b>2.</b> To pro | ceed, clic                      | k Submit                    | tation Letter to The Global Fund | Grant Revisions | Attach &<br>Submit   |
| Revision documents for submission to the Global Fund  |   | Cancel Submit                                |                  |                                 |                             | 1. Attach                        |                 |                      |
| Filters   |   |  |                  |                                 |                             | Q Reset                          |                 | Send                 |
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| Results<br>6/6  |   |  |                  |                                 | 🛃 Downloa                   | d selected 🛃 Download all        |                 |                      |
| Document Name $\tau_{i}$  | Document Type 14                                      | Attached 1                                   | Language 👈       | Version $\uparrow_{\downarrow}$ | Final PR Submission 14      |                                  |                 | BAF                  |
| Doc 4   | Funding Landscape Table - Malaria<br>PDF              | 17-Ene-2025<br>PR Test Submitter             | Other            | 1                               |                             | <b>F</b> ~                       |                 | Overviev             |



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#### PR Sends the Signed IL to the Global Fund (3/3)

Grant Revision Step 3. PR Signs & Sends the IL to the Global Fund

This completes Grant revision Step 3. PR Signs & Sends the IL to the Global Fund



Note!

Upon IL submission, the revision status changes to Global Fund to

sign Implementation Letter

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\* During implementation, a **Budget Adjustment Form** can be initiated at

any time by the PR or the Global Fund, irrespective of any existing revision.

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# PREACCESSES & Generates the Form (1/6) BAF Step 1. PR Initiates the Form Initiaties the Form

| Pri | ncipal Recij                               | pient Repor                                      |   |                         |  |                                     |   |  |  | My Applications   |
|-----|--|--|---|-------------------------|--|-------------------------------------|---|--|--|---|
|     | PU<br>Status<br>Due Date<br>Overdue by 1   | <b>1.</b> From th<br>page, click                 | ne Partner Portal landi                       | ng<br>IS<br>Due in 44 ( | NER-T-MSPP02<br>Pending PR completion<br>01-Mar-2025<br>Days | PU<br>Status<br>Due Date<br>Overdue | ZAF-C-AFSAP03<br>Pending PR completion<br>14-Nov-2024<br>by 63 Days | <b>PU</b><br>Status<br>Due Date<br>Overdue b | NER-T-MSPP02<br>Pending PR completion<br>02-Sep-2024<br>/ 136 Days | No Applications<br><b>Quick Links</b><br>r참 The Global Fund Website |
| 4   |  |  |   |                         |  |                                     |   |  | •  | 12 Digital Library<br>12 Data Explorer                              |
| Gra | n <b>t Making</b><br>Status<br>IP End Date | NER-T-MSPP03<br>Global Fund Review<br>2024-10-31 |   |                         |  |                                     |   |  | Þ  | r∄ Imbizo   |
| Gra | nt Revisior                                | 1  |   |                         |  |                                     |   |  |  |   |
| ſ   | Status PR                                  | ETH-T-FMOHP06                                    | NER-M-CRSP03<br>Status PR to submit documents |                         |  |                                     |   |  |  |   |

IP End Date 2027-06-30 IP I

Status PR to submit documents
IP End Date 2023-12-31

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Edit & Submit BAF

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#### Introduction **PR Accesses & Generates the Form (2/6)** & Access BAF Step 1. PR Initiates the Form English | Français | Español Revision Report an Issue PR Test Submitter S THE GLOBAL FUND Overview All Applications Insights Home BAF Grant-making \* Principal Recipient Reporting \* Overview Grant-making is the process of translating the funding request into quality grants, with the Global Fund PR Reporting allows the Global Fund to maintain an overview of implementation progress. PRs regularly > > Grant Revisions strategy embedded in the grant design. The Grant-making application summarizes available information on report to the Global Fund through Pulse Checks, Progress Updates, and other reporting mechanisms. The PR grants being negotiated. PRs can download, attach and submit their grant documents. Reporting application allows PRs to complete and submit online forms and access previous reports. Initiate \* \* Grant Revisions BAF Revisions allow the PR to adjust investments to ensure they remain aligned to national strategic plans and nization information such as banking details, contacts, > 2. Click on the Financial ange requests related to organizational and contact 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. Management tile

\*

M&E Systems Profile Survey Complete the M&E Systems Survey: Assess key data on monitoring and evaluation systems. 2. Click on the Financial Management tile

Edit & Submit BAF



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**S THE GLOBAL FUND** Partner Portal Manual – Revise Grants

#### **PR Accesses & Generates the Form (3/6)**

BAF Step 1. PR Initiates the Form

| Image: Second system     English     Français     Español       Image: Second system     Image: Second system     Image: Second system       Image: Second system     Image: Second system     Image: Second system |  | ? Help PR Test Submitter ▼ | Revision<br>Overview |
|---|--|----------------------------|----------------------|
| Home Financial Management   |  |                            |                      |
| Financial Management  |  |                            |                      |
| Budget Adjustment Budget Adjustment   | 0  |                            | BAF<br>Overview      |
|   |  |                            | Grant                |
|   | <b>3.</b> Click a to open the <b>Budget Adjustment</b> section |                            | Revision             |
|   |  |                            | ស៊<br>Initiate       |

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#### Introduction **PR Accesses & Generates the Form (4/6)** & Access BAF Step 1. PR Initiates the Form

| ¢ | THE GLOBAL FUND   |                          |                       |   |   |   |                                       |                   |                          |      | ? Help PR              | est Submitter 🔻 |             | Revision<br>Overview |
|---|---|--------------------------|-----------------------|---|---|---|---------------------------------------|-------------------|--------------------------|------|------------------------|-----------------|-------------|----------------------|
|   | Home Financial Management Financial Management > Budget Adjustment Implementation Periods |                          |                       | 4. Use the<br>Countrie<br>Period na               | <b>Country / (</b><br>s and Imple<br>ame filters to | Group of<br>mentation<br>refine your search                     |                                       |                   |                          |      |                        |                 |             | BAF                  |
|   | Filters Country / Group of Countries Filter   |                          | Implementation Period | name  |   |   |                                       |                   |                          |      |                        | 😢 Reset         | Grant Revis | Overview             |
|   | Results<br>9/9<br>Country/Group of Countries 14   | Implementation Period na | me 🕂                  | Implementation Period dates $\tau_{\!\downarrow}$ | Implementation Period status                        | $\uparrow_{\downarrow}$ Active Revision $\uparrow_{\downarrow}$ | Total Budget $_{\uparrow \downarrow}$ | <sup>₽</sup> 5. ( |                          | e t  | o open the             |                 | sions       | Initiate             |
|   | Ethiopia  | ETH-T-FMOHP04            |                       | 2018 - 2021                                       | Financial Closure                                   |   | 0\$                                   | Bu                | <b>dget</b> .<br>tion fo | Adju | <b>stment</b><br>grant | Ø               |             | DAF                  |
|   | Ethiopia  | ETH-T-FMOHP05            |                       | 2021 - 2024                                       | Financial Closure                                   |   | 0\$                                   | 0\$               | O                        | )\$  |                        | ð               |             |                      |
|   | Ethiopia  | ETH-T-FMOHP06            |                       | 2024 - 2027                                       | Active  | V   | 0\$                                   | 0\$               | 0                        | \$   |                        | 2               |             |                      |
|   | Niger   | NER-M-CRSP03             |                       | 2021 - 2023                                       | Financial Closure                                   | V   | 0\$                                   | 0\$               | 0                        | \$   |                        | Q               |             | Edit &<br>Submit     |
|   | Niger   | NER-M-CRSP04             |                       | 2024 - 2026                                       | Active  |   | 0\$                                   | <b>0€</b>         | 0                        | )€   |                        | Q               |             | BAF                  |
|   | Niger   | NER-T-MSPP01             |                       | 2019 - 2021                                       | Financial Closure                                   |   | 0\$                                   | 0\$               | 0                        | \$   |                        | Q               |             |                      |



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| PR Accesses & Generates the Form (5/6)   |   |                 |  |                            |                      |  |  |
|--|---|-----------------|--|----------------------------|----------------------|--|--|
| BAF Step 1. PR Initiates   | the Form                                    |                 |  |                            |                      |  |  |
| English     Français     Español       THE GLOBAL FUND                         |   |                 |  | ? Help PR Test Submitter 💌 | Revision<br>Overview |  |  |
| Home Financial Management  |   |                 |  |                            |                      |  |  |
| Financial Management > Budget Adjustment > ETH-T-FMOHP06                       |   |                 |  |                            |                      |  |  |
| ✓ Implementation Period  |   |                 |  |                            |                      |  |  |
| Country / Group of Countries<br>Ethiopia                                       | Implementation Period name<br>ETH-T-FMOHP06 | Currency<br>USD | Implementation Period status<br>Active |                            | BAF                  |  |  |
| Principal Recipient<br>Federal Ministry of Health of the Federal Democratic Re | on <b>Generate</b>                          | Amount Signed   | Total Budget                           |                            | Gran                 |  |  |

| Ethiopia  |                     | ETH-T-FMOHP06           | USD              | Active                 |          | C       |
|---|---------------------|-------------------------|------------------|------------------------|----------|---------|
| Principal Recipient<br>Federal Ministry of Health of the Federal Democratic I | 6 Click on Generate |                         | Amount Signed    | Total Budget           | Gra      |         |
| Implementation Period dates<br>1/7/2024 to 30/6/2027                          |                     | RM Utilization Date     | Amount Disbursed | Regular Budget<br>O \$ | nt Re    |         |
| Region<br>RT High Impact Africa 2   |                     | Category<br>High-Impact | Amount Committed | C19RM Budget 0\$       | evisions |         |
| No Budget Adjustment forms found. Generate one                                | Generate            |                         |                  |                        | 0,       | lı<br>E |
|   |                     |                         |                  |                        |          |         |



#### АВС $\mathbb{V}$

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#### **PR Accesses & Generates the Form (6/6)**

BAF Step 1. PR Initiates the Form

This completes **BAF Step 1. PR Initiates the Budget Adjustment Form** 

Proceed to **BAF Step 2. PR Edits & Submits the Form** 

Note!

• Upor

- Upon initiation by the PR, the Budget Adjustment Form status is
   PR to complete and submit
- When a BAF is initiated the Global Fund, the form status is **Global Fund to share or submit**, until the form is shared with the PR

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#### **Budget Revisions** through the Budget Adjustment Form (BAF)





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#### Introduction **PR Edits the Form (1/7)** & Access BAF Step 2. PR Edits & Submits the Form ? Help PR Test Submitter 👻 🚯 English Français Español Revision Overview 「 THE GLOBAL FUND Home Financial Management Financial Management > Budget Adjustment > ETH-T-FMOHP06 V Implementation Period BAF Country / Group of Countries Implementation Period name Currency Implementation Period status Ethiopia ETH-T-FMOHP06 USD Active Overview Grant Revisions Principal Recipient Amount Signed Total Budget Federal Ministry of Health of the Federal Democratic Republic of Ethiopia 58.362.193 \$ 58.362.193\$ Implementation Period dates C19RM Utilization Date Amount Disbursed Regular Budget 1/7/2024 to 30/6/2027 17.258.973\$ 0\$ C19RM Budget Region Category Amount Committee RT High Impact Africa 2 High-Impact 23,740,487\$ 0\$ Initiate Working Version Archives BAF Form status: Global Fund to share or submit Escalated approval required: No Download Excel Budget overview Errors Total Note! Approved Funding IJ During implementation, a Budget Adjustment Form can be initiated at any time Edit & C19RM Submit by the Global Fund or the PR BAF MPOX • Upon initiation of the form by the Global Fund, the form status is Global Fund to share or submit until such time when the Global Fund submits the form to the PR The PR will be notified of the Budget Adjustment Form submission and can access this tab directly via the link in the notification email Resources **THE GLOBAL FUND** & Support

#### **PR Edits the Form (2/7)**

BAF Step 2. PR Edits & Submits the Form

| ၄ THE GLOBAL FUND  |                                     |                                     |                                     |            |                 |                  |      |                            |         | Revision            |
|--|-------------------------------------|-------------------------------------|-------------------------------------|------------|-----------------|------------------|------|----------------------------|---------|---------------------|
| Home Financial Management                                      |                                     |                                     |                                     |            |                 |                  |      |                            |         | Overviev            |
| Financial Management > Budget Adjustment > ETH-T-FMOHP06       |                                     |                                     |                                     |            |                 |                  |      |                            |         |                     |
| > Implementation Period  |                                     |                                     |                                     |            |                 |                  |      |                            |         |                     |
| Working Version  |                                     |                                     |                                     |            |                 |                  |      |                            |         | RΔF                 |
| Form status: PR to complete and submit Escalated approval requ | ired: No                            |                                     |                                     |            |                 |                  |      | Sync Submit Download Excel |         | Overviev            |
| Budget overview  |                                     |                                     | Errors                              |            |                 |                  |      | Check data quality         | Grant   |                     |
| Total  |                                     | 58.362.193 \$                       |                                     |            |                 |                  |      |                            | Rev     |                     |
| Approved Funding   |                                     | 58.362.193 \$                       |                                     |            |                 |                  |      |                            | ision   |                     |
| C19RM  |                                     | 0\$                                 |                                     |            |                 |                  |      |                            | Ñ       | Initiate            |
| MPOX   |                                     | 0\$                                 |                                     |            |                 |                  |      |                            |         | BAF                 |
| Source of Funds  |                                     |                                     |                                     |            |                 |                  |      |                            |         |                     |
| Total  |                                     | •                                   |                                     |            |                 |                  |      |                            |         |                     |
|  | Year 1<br>1-Jul-2024<br>30-Jun-2025 | Year 2<br>1-Jul-2025<br>30-Jun-2026 | Year 3<br>1-Jul-2026<br>30-Jun-2027 | Total      |                 |                  |      |                            |         | Edit &<br>Submit    |
| Interventions  |                                     | Note                                | !                                   |            |                 |                  |      |                            |         | BAF                 |
|  | և                                   | Upon                                | PR initiation or                    | Global Fun | d submission to | the PR of a Buc  | lget |                            |         |                     |
|  | e                                   | Adjust                              | tment Form, a l                     | Working V  | ersion appea    | rs on screen and | the  |                            |         |                     |
| ි THE GLOBAL FUND  |                                     | IOIIIIS                             | atus pecomes                        |            | mplete and s    |                  |      |                            | Re<br>& | esources<br>Support |

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## **PR Edits the Form (3/7)**

BAF Step 2. PR Edits & Submits the Form

| s <b>1.</b> Scroll<br>broken d<br><b>Inputs</b><br>on the tar   | down the<br>own by <b>I</b><br>and <b>Imp</b><br>b title to<br>files in th | e page to access the bin<br>nterventions, Cost<br>plementing Entities<br>open it. You can also a<br>pe Documents tab | udget,<br>. Click<br>ttach                   | ¥  |                               |                               |                    |  | Reset | -        |
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| ts broken d<br>Inputs<br>on the taken the | own by <b>I</b><br>and <b>Imp</b><br>b title to<br>files in th             | nterventions, Cost<br>lementing Entities<br>open it. You can also a<br>e Documents tab                               | . Click<br>ttach                             | •  |                               |                               |                    |  |       |          |
| <sup>ts</sup> Inputs<br>on the ta<br>relevant   | and <b>Imp</b><br>b title to<br>files in th                                | <b>lementing Entities</b><br>open it. You can also a<br>le <b>Documents</b> tab                                      | . Click<br>ttach                             | •  |                               |                               |                    |  |       |          |
| ts on the ta  | b title to<br>files in th  | open it. You can also a<br>le <b>Documents</b> tab   | ttach  |  |                               |                               |                    |  |       |          |
| relevant  | files in th  | e <b>Documents</b> tab   |  |  |                               |                               |                    |  |       |          |
| relevant  | mes in ui  | le <b>Documents</b> lab  |  |  |                               |                               |                    |  |       | B        |
|   |  |  |  |  |                               |                               |                    |  |       | 0        |
| ementing Entity 🕁   | Period   | Budget 🕂   | Latest Reported<br>Cumulative<br>Expenditure | Unexecuted Budget $_{\uparrow \downarrow}$ | Positive Budget<br>Adjustment | Negative Budget<br>Adjustment | Additional Funding | Revised Budget $\uparrow_{\downarrow}$ |       | brant    |
|   | Total  | 58.362.193 \$ 100%   |  |  |                               |                               |                    | 58.362.193 \$ 100%                     |       | Re       |
|   | Year 1   | 23.690.257 \$  |  |  |                               |                               |                    | 23.690.257\$                           |       | <u> </u> |
|   | Year 2<br>Year 3   | 21.332.449 \$ 13.339.487 \$  |  |  |                               |                               |                    | 21.332.449 \$ 13.339.487 \$            |       | <u>Ö</u> |
|   |  |  |  |  |                               |                               |                    |  |       | ns       |
| Federal Ministry of Health of the Federal   | Total  | 57.680.494 \$ 99%  |  |  |                               |                               |                    | 57.680.494 \$ 99%                      |       | lr       |
| Democratic Republic of Ethiopia   | Year 1   | 23.433.627 \$  |  |  |                               |                               |                    | 23.433.627 \$                          |       | B        |
|   | Year 2<br>Vear 3   | 21.124.666 \$  |  |  |                               |                               |                    | 21.124.666 \$                          |       |          |
|   | Tear 5   | 13.122.201 \$  |  |  |                               |                               |                    | 13.122.201\$                           |       |          |
| CSO   | Total  | 681.699 \$ 1%  |  |  |                               |                               | 2 Click            | Add to make a n                        |       |          |
|   | Year 1   | 256.630 \$   |  |  |                               |                               |                    | Aud to make a m                        |       |          |
|   | Year 2   | 207.782\$  |  |  |                               |                               | adjustm            | ent to the budget                      |       |          |
|   | Year 3   | 217.287 \$   |  |  |                               |                               | aajaoan            | on to the sauget                       |       |          |
|   |  |  |  | 2/2  |                               |                               |                    |  |       |          |
|   |  |  |  |  |                               |                               |                    |  |       | E        |
| get Adjustments   |  |  |  |  |                               |                               |                    |  |       | S        |
|   |  |  |  |  |                               |                               |                    |  | + Add | B        |
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| ults found.   |  |  |  |  |                               |                               |                    |  |       |          |
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|   |  |  |  |  |                               |                               |                    |  |       | _        |
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|   |  |  |  |  |                               |                               |                    |  |       | Res      |

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#### **PR Edits the Form (4/7)**

BAF Step 2. PR Edits & Submits the Form

| Interventions Implement Legend:            | Cost Inputs Implementing Entities Documents   |   |                 | Revision<br>Overview               |
|--|---|---|-----------------|------------------------------------|
| Filters Implem All Results 2 / 2 Implem    | Implementing Entity         Federal Ministry of Health of the Federal Democratic Republic of Ethiopia         Source Of Fund         Approved Funding         Vear 1         Year 1         Positive Budget Adjustment         10.000         Comment         comment | Iget Adjustment - Implementing Entity Funding Opportunity Approved Funding Negative Budget Adjustment | Grant Revisions | BAF<br>Overview<br>Initiate<br>BAF |
| Budget Ad<br>Legend: •<br>No results found | Teal 1     200003       Year 2     207.782 \$       Year 3     217.287 \$       justments     .   | 20005<br>207.782\$<br>217.287\$<br>2<br>2<br>4. Click Save<br>+ Add                                   |                 | Edit &<br>Submit<br>BAF            |



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#### **PR Edits the Form (5/7)**

BAF Step 2. PR Edits & Submits the Form

|   | Total    | 58.362.193 \$ 100%                     |                                |   | 58.362.193 \$ 100%         |               |
|---|----------|--|--------------------------------|---|----------------------------|---------------|
|   | Year 1   | 23.690.257 \$                          |                                | 10.000 \$   | 23.700.257 \$              |               |
|   | Year 2   | 21.332.449 \$                          |                                |   | 21.332.449 \$              | Revisio       |
|   | Year 3   | 13.339.487 \$                          |                                | (10.000 \$)   | 13.329.487 \$              | Overvic       |
|   |          |  |                                | ······································                                |                            | Overvie       |
| Federal Ministry of Health of the Federal | Total    | 57.680.494 \$ 99%                      |                                |   | 57.680.494 \$ 99%          |               |
| Democratic Republic of Ethiopia           | Year 1   | 23.433.627 \$                          |                                | 10.000 \$   | 23.443.627 \$              |               |
|   | Year 2   | 21.124.666\$                           |                                |   | 21.124.666\$               |               |
|   | Year 3   | 13.122.201\$                           |                                | (10.000 \$)   | 13.112.201\$               |               |
| CS0                                       | Total    | 681.699\$ 1%                           |                                |   | Click Add to make a new    |               |
|   | Year 1   | 256.630 \$                             |                                |   | a. Click Add to make a new |               |
|   | Year 2   | 207.782 \$                             |                                |   | divetment to the budget    |               |
|   | Year 3   | 217.287\$                              |                                |   | ajustment to the budget    | BAE           |
|   |          | ······································ |                                |   |                            | Overvie       |
|   |          |  | 2 / 2                          |   |                            |               |
| Budget Adjustments                        |          |  |                                |   | bba +                      | rant          |
| legend: •                                 |          |  |                                |   |                            | <b>R</b>      |
| ilters                                    |          |  |                                |   | Reset                      | evis          |
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| Implementing Entity                       |          |  | Period                         | Source of Funds   | Funding Opportunity        | ٥<br>Initiate |
| All                                       |          |  | All                            | 5h Click  | to edit an existing budget | BAF           |
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| Results                                   |          |  |                                | adiustmen   | t. Click 🝵 to delete it    |               |
| 2/2                                       |          |  |                                | <b>,</b>  |                            |               |
| Implementing Entity 1/2                   | Period 1 | Source of Funds 1                      | Funding Opportunity †          | Positive Budget Negative Budget Comm                                  | ent                        |               |
|   |          |  |                                | Adjustment $\uparrow_{\downarrow}$ Adjustment $\uparrow_{\downarrow}$ |                            |               |
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| Federal Ministry of Health of the Federal | Year 1   | Approved Funding                       | Approved Funding               | 10.000 \$ comme   | nt 🖉 亩                     |               |
| Democratic Republic of Ethiopia           |          |  |                                |   |                            |               |
| Federal Ministry of Health of the Federal | Year 3   | Approved Funding                       | Approved Funding               | (10.000 \$)   |                            | Submit        |
| Democratic Republic of Ethiopia           |          |  |                                |   |                            | BAF           |
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| THE GLOBAL FUND                           |          |  |                                |   |                            | & Support     |
| rtnor Portal Manual – Povice Grants       |          |  |                                |   | <i>F</i>                   |               |

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## PR Edits the Form (6/7)

BAF Step 2. PR Edits & Submits the Form





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## **PR Edits the Form (7/7)**

BAF Step 2. PR Edits & Submits the Form

| necks                                 | A                          | 0                         | A                             | Ø                           |   |                    |
|---------------------------------------|----------------------------|---------------------------|-------------------------------|-----------------------------|---|--------------------|
| plementing Entities                   | 23.700.257 \$              | 21.332.449 \$             | 13.329.487 \$                 | 58.362.193\$                |   |                    |
| ost Inputs                            | 23.690.257 \$              | 21.332.449 \$             | 13.339.487 \$                 | 58.362.193 \$               |   |                    |
| terventions                           | 23.690.257\$               | 21.332.449\$              | 13.339.487 \$                 | 58.362.193 \$               |   |                    |
|                                       | 1-Jul-2024<br>30-Jun-2025  | 1-Jul-2025<br>30-Jun-2026 | 1-Jul-2026<br>30-Jun-2027     | IOLAI                       |   | E                  |
|                                       | Voor 1                     | Voar 2                    | Voor 3                        | Total                       |   |                    |
| POX                                   |                            | 0\$                       |                               |                             |   | evisio             |
| 9RM                                   |                            | 0\$                       | Country Support through the ' | Help' tab.                  | וו. דיפמצי מסוריבא סופ סמנס קטמוונץ וצגעפון וומצפיט מוס מננמרו מו חמוסמנט ץ סטכטוופוונג ספוט פ די-אטטוווצאטוו. ח אסט כטונווטיפ נס זמני ואסט | s, you can contact |
| proved Funding                        |                            | 58.362.193 \$             | A Your submission to the Glo  | abal Fund was unsuccess     | I Please address the data quality issue(s) flagged and attach all mandatory documents before re-submission. If you continue to face issue   |                    |
| tal                                   |                            | 58.362.193 \$             | ▲ The budget information of   | the 'Costing Dimension'. 'M | dule / Intervention' and 'Implementing Entity' tables must be equal. Update the budget value(s) accordingly.                                | E                  |
| idget overview                        |                            |                           | Errors                        |                             |   | Check data quality |
| status PR to complete and submit Esca | ated approval required: No |                           |                               |                             | Sync Subm   | nit Download Excel |
| king Version                          | • Th                       | e budget l                | oreakdown by                  | y year and                  | budget dimensions also highlights any error   |                    |
| mplementation Period                  |                            | e data qua                | ality errors ar               | e listed or                 | the main page   |                    |
| 0 0 7                                 |                            | _                         |                               |                             |   |                    |

This completes the form editing instructions **Proceed to the next screen** to submit the form to the Global Fund

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#### Introduction **PR Submits the Form (1/4)** & Access BAF Step 2. PR Edits & Submits the Form ? Help PR Test Submitter 👻 🚯 English Français Español Revision S THE GLOBAL FUND Overview Home Financial Management 8. When all adjustments are made and there Financial Management > Budget Adjustment > ETH-T-FMOHP06 are no errors, you are ready to click Submit > Implementation Period BAF Working Version Overview Grant Revisions Form statu: PR to complete and submit Escalated approval required: No Sync Download Excel Submit Budget overview Errors Check data quality Total 58.362.193 \$ No Errors Approved Funding 58.362.193 \$ Initiate C19RM 0\$ BAF MPOX 0\$ Source of Funds Total -Edit & Year 2 Year 3 Total Year 1 Submit 1-Jul-2024 1-Jul-2025 1-Jul-2026 BAF 30-Jun-2025 30-Jun-2026 30-Jun-2027 Interventions 23.690.257 \$ 21.332.449\$ 13.339.487 \$ 58.362.193 \$



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#### **PR Submits the Form (2/4)**

#### BAF Step 2. PR Edits & Submits the Form

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| Financial Management > Budget Adjustment > ETH-T-FMOHP06 |                                     |                                     |                                     |             |              |             |           |        |                     |           |               |
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| Working Version  |                                     |                                     |                                     |             |              |             |           |        |                     |           | Overview      |
| Form status: Global Fund to review Escalated a           | pproval required: No                |                                     |                                     |             |              |             |           |        | Download Excel      | Grant     |               |
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| Total  |                                     | 58.362.193 \$                       | No Errors                           |             |              |             |           |        |                     | isio      |               |
| Approved Funding   |                                     | 58.362.193 \$                       |                                     |             |              |             |           |        |                     | SU        | Initiate      |
| C19RM  |                                     | 0\$                                 |                                     |             |              |             |           |        |                     |           | BAF           |
| мрох   |                                     | 0\$                                 |                                     |             |              |             |           |        |                     |           |               |
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| Total  |                                     | -                                   |                                     |             |              |             |           |        |                     |           | Edit &        |
|  | Year 1<br>1-Jul-2024<br>30-Jun-2025 | Year 2<br>1-Jul-2025<br>30-Jun-2026 | Year 3<br>1-Jul-2026<br>30-Jun-2027 | Total       |              |             |           |        |                     |           | Submit<br>BAF |
|  |                                     | Note                                | !                                   |             |              |             |           |        |                     |           |               |
| THE GLOBAL FUND  | U                                   | Upon                                | submission, the                     | form status | s changes to | Global Fund | to review |        |                     | Re<br>& f | sources       |
| -<br>'artner Portal Manual – Revise Grants               |                                     |                                     |                                     |             |              |             |           |        | 69                  |           |               |

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## PR Submits the Form (3/4)

BAF Step 2. PR Edits & Submits the Form

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| Financial Management > Budget Adjustment > ETH-T-FMOHP06   |  |                            |                        |
| > Implementation Period  |  |                            | BAF                    |
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| ි THE GLOBAL FUND  | can be accessed in the Latest Completed section<br>The Form status changes to Completed (date of completion) |                            | Resources<br>& Support |

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#### **PR Submits the Form (4/4)**

BAF Step 2. PR Edits & Submits the Form

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| Home Financial Management Financial Management > Budget Adjustment > ETH-T-FMOHPO6  Inplementation Period Latest Completed Archives Budget Adjustment Select Budget Adjustment Complete (16/1/2025) | This completes <b>BAF Step 2. PR Edits &amp; Submits the Form</b>  |                            | Grant Revisions                                | ew<br>,  |
| THE GLOBAL FUND   | <b>Note!</b><br>Previously completed Budget Adjustment<br>Forms are available in the <b>Archives</b> tab |                            | Edit &<br>Submi<br>BAF<br>Resource<br>& Suppor | it<br>es |

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## **RESOURCES** & SUPPORT

**Technical Support** 

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If you have any questions or encounter technical issues, the following support channel is available

## **Principal Recipients**

Send an email to: <u>Country.Support@theglobalfund.org</u>

Country Support is available in English, French and Spanish

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## **Additional Resources**

| <b>Operational Policy &amp;<br/>Procedures</b>   | Guidance, Templates<br>& Information<br>Sessions       | <b>Additional Resources</b>  | Introductio<br>& Access |
|--|--|--|-------------------------|
| <ul> <li>Operational Policy Manual</li> <li>OPN on Revise Grants</li> <li>Operational Procedures on<br/>Revise Grants</li> </ul> | • <u>Country Resources –</u><br><u>Grant Revisions</u> | <ul> <li><u>GED Interactive Manual</u></li> <li><u>C19RM Guidelines</u></li> <li><u>Modular Framework</u><br/><u>Handbook 2023-2025</u></li> </ul> | Grant<br>Revisions      |
| () THE GLOBAL FUND   |  |  | Resource<br>& Suppor    |



## List of Acronyms

- **BAF** Budget Adjustment Form
- **C19RM** COVID-19 Response Mechanism
- **CT** Country Team
- GF Global Fund
- **GED** Grant Entity Data
- IL Implementation Letter
- **NL** Notification Letter
- **PR** Principal Recipient
- **PF** Performance Framework
- **WPTM** Workplan Tracking Measure

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