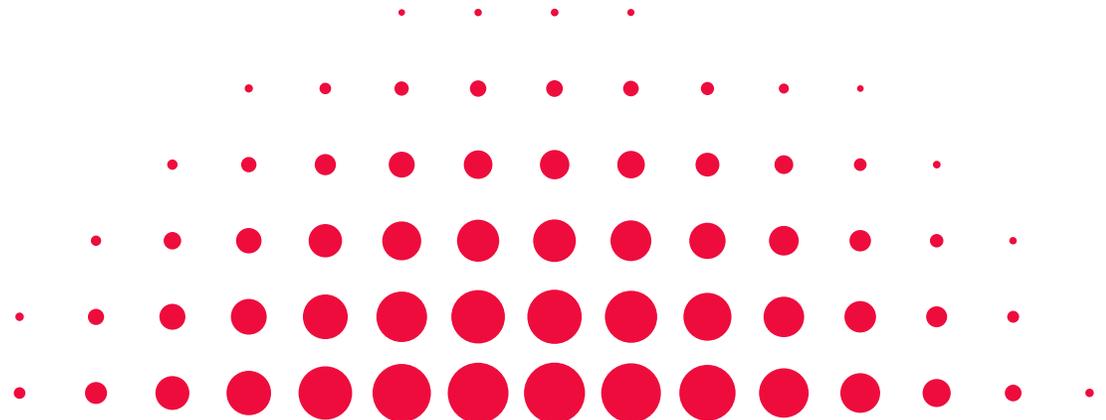
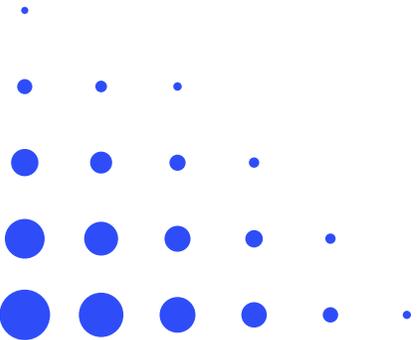
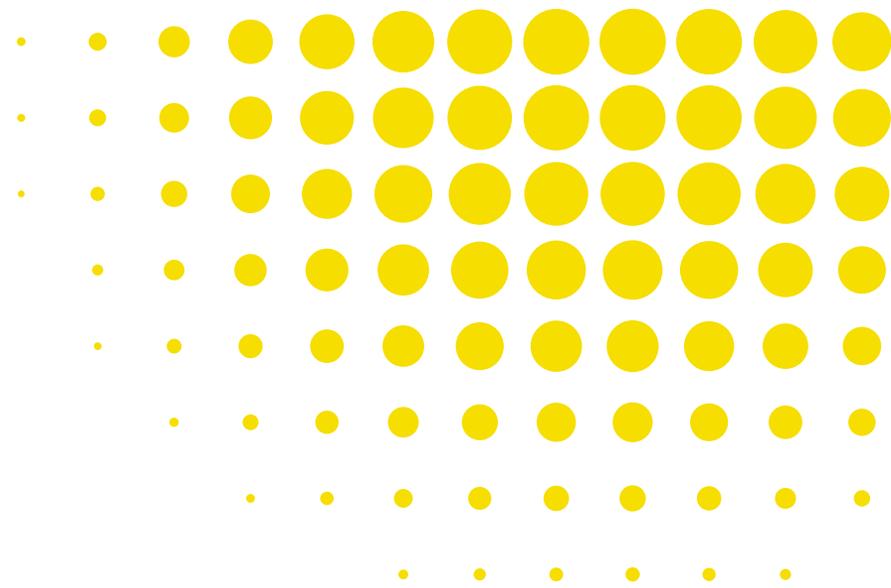




# PARTNER PORTAL User Manual

## Grant Revisions





Click on the sections below for direct access 

## Introduction & Access

- [Purpose of this Manual](#)
- [How to Use this Manual](#)
- [Legend](#)
- [How to Log into the Partner Portal and Access Grant Revisions](#)
- [Ensure your Grant Entity Data is Up-to-date](#)
- [Key GED Terms in the Partner Portal](#)

## Grant Revisions

- [Process Overview](#)
- [PR Accesses & Edits Grant Revision Documents](#)
- [PR Attaches & Submits Grant Revision Documents](#)
- [PR Signs & Sends the IL](#)

## Budget Revision Through Budget Adjustment Form (BAF)

- [BAF Process Overview](#)
- [PR Initiates the BAF](#)
- [PR Edits & Submits the BAF](#)

## Resources & Support

- [Technical Support](#)
- [Additional Resources](#)
- [List of Acronyms](#)

# INTRODUCTION & ACCESS

Purpose of this Manual

How to Use this Manual

Legend

How to Log in to the Partner Portal and Access Grant Revisions

Ensure Your Grant Entity Data is Up-to-date

Key GED Terms in the Partner Portal

Grant  
Revisions

Resources  
& Support

# 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

# 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

# Legend

## System Instructions

### 1. Take **Action**

Numbered boxes provide step-by-step instructions to progress to the next step

This box provides additional information

These boxes provide complementary information



### **Note!**

Additional information

## Navigation Buttons



Go back or advance to the next page



Go to the home page



Click on this icon to jump to a list of acronyms



# 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/a7Z3p000000L54UEAS> to access the forms in the Partner Portal.

[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.

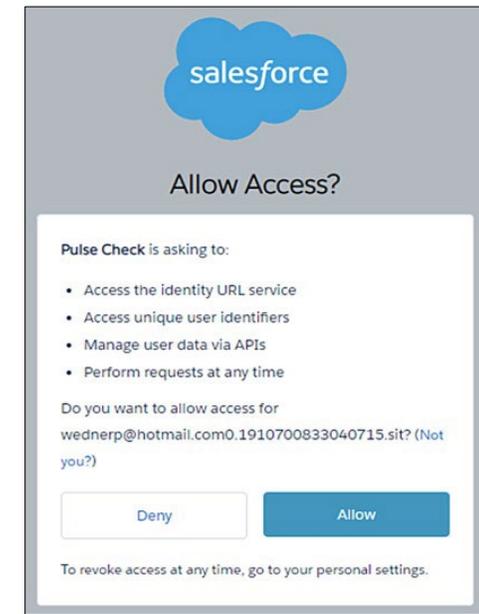
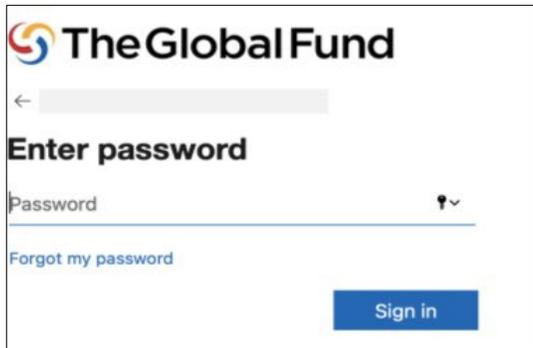
This is an automatic message from the Global Fund Partner Portal. Please do not reply.

\* Note: Instead of clicking the link from the email, you can also access the grant revision by going to the Partner Portal at <https://portal.theglobalfund.org>.

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

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



# Access Revisions in the Partner Portal

English | Français | Español

**THE GLOBAL FUND**

Home | **All Applications** | Insights

**1. Click on All Applications**

**Principal Recipient Reporting**

<b>XXX-M-PR1P02</b> PU Status <b>Pending PR completion</b> Due Date 14-Aug-2024 Due in 56 Days	<b>XXX-M-PR1P02</b> Pulse Check Status Submitted Due Date 05-May-2024 Overdue by 45 Days	<b>XXX-M-PR1P02</b> Status <b>Pending PR completion</b> Due Date 14-Aug-2024 Due in 56 Days	<b>XXX-M-PR1P02</b> PU Status <b>Pending PR completion</b> Due Date 14-Aug-2024 Due in 56 Days	<b>XXX-M-PR1P02</b> PU Status Due Date Due in 56 D.
--	--	--	--	---

**Grant Making**

<b>XXX-M-PR1P02</b> Status Global Fund Review IP End Date 2024-07-18	<b>XXX-M-PR1P02</b> Status Global Fund Review
--	--

**2. Click on the tile of the grant revision you are working on**

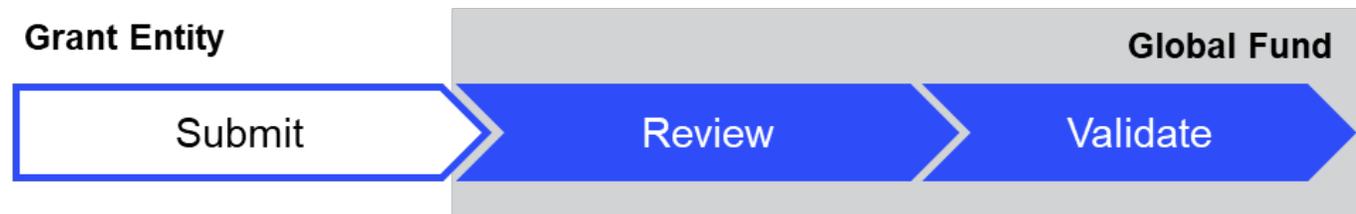
**Grant Revision**

<b>XXX-M-PR1P02</b> Status Global Fund Review IP End Date 2024-06-30	<b>XXX-M-PR1P02</b> Status Global Fund to finalize revision IP End Date 2026-12-31	<b>XXX-M-PR1P02</b> Status Global Fund to sign Implementation Letter IP End Date 2025-03-31	<b>XXX-M-PR1P02</b> Status <b>PR to sign Implementation Letter</b> IP End Date 2026-12-31	Status Glo IP End Date
--	--	---	---	---------------------------

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

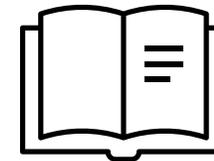
Grant Entity Data (GED) consists of the organization and contact information required from Grant Entities (PRs, LFAs, CCMs, and third-party organizations) to enable them to process key grant life cycle activities and achieve business milestones in a timely and quality manner.

- 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)



## Raising a Change Request

The Grant Entity contact with access rights submits the Change Request to create, update or deactivate an organization/contact through the **GED Module** in the [Global Fund Partner Portal](#)



For step-by-step guidance:  
[GED Interactive Guide](#)

# 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).

# GRANT REVISIONS

Revision Process Overview

PR Accesses & Edits Documents

PR Attaches & Submits Documents

PR Signs & Sends IL

Budget Revision / BAF Process Overview

PR Initiates the BAF

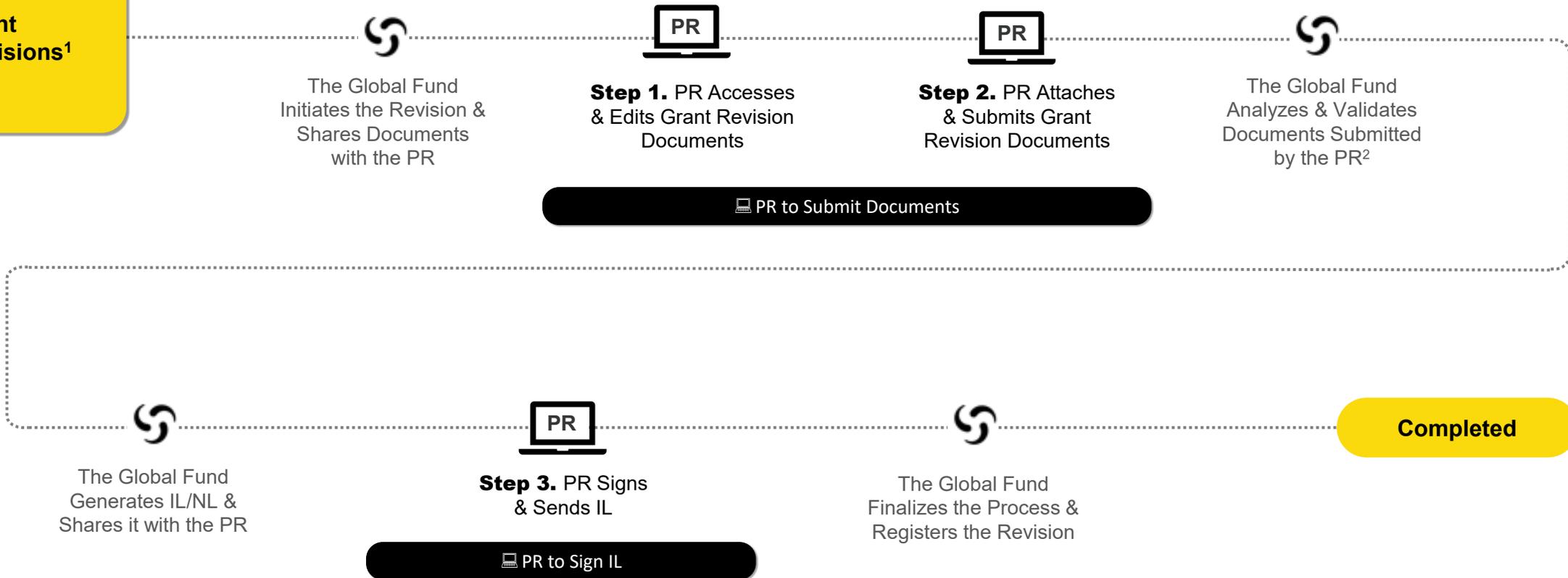
PR Edits & Submits the BAF

# Grant Revisions

## Process Overview

### Grant Revisions<sup>1</sup>

-  The Global Fund
-  PR Step in Partner Portal
-  Partner Portal Status

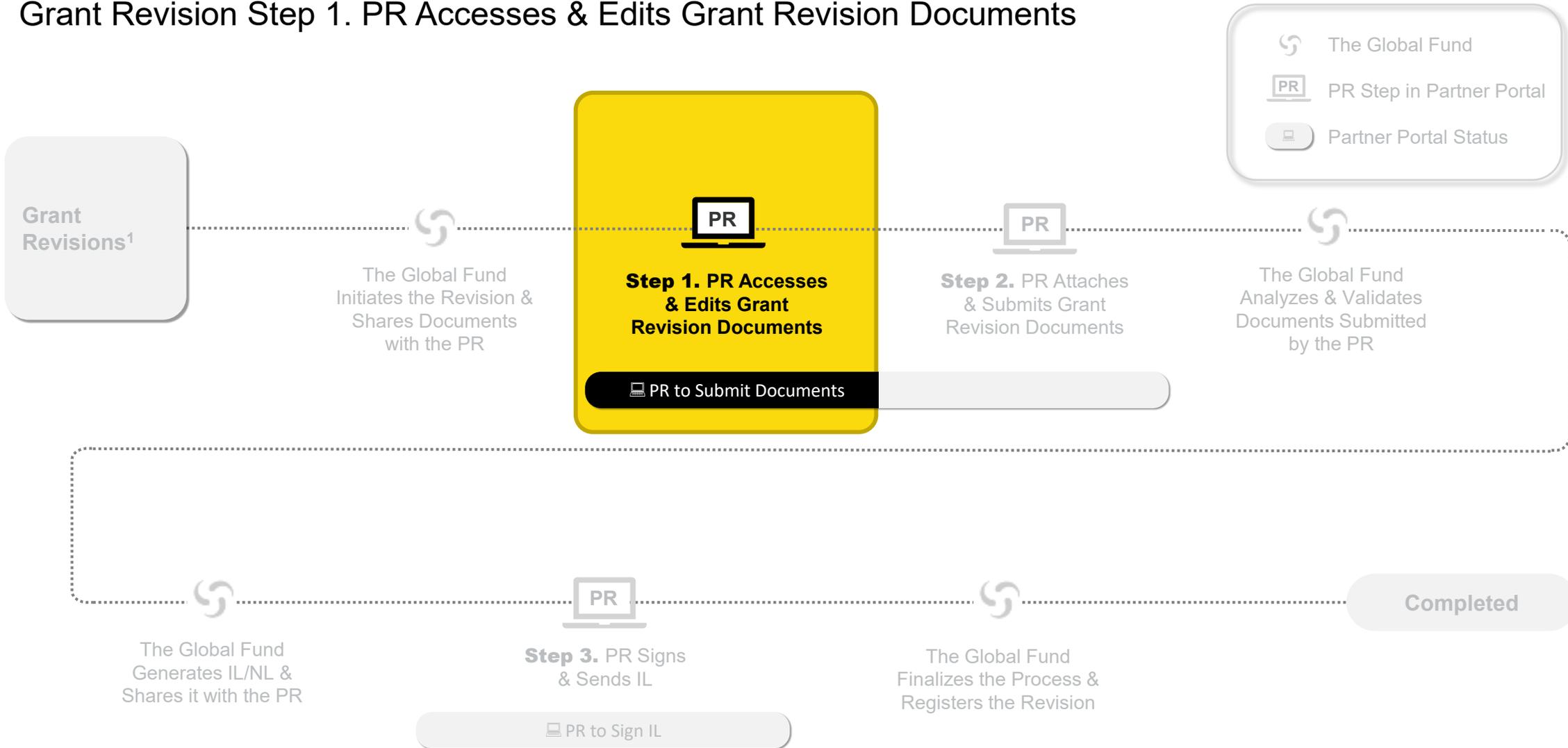


<sup>1</sup> For Budget Revisions, go to [Budget Revisions through Budget Adjustment Form](#)

<sup>2</sup> The Global Fund may request PR to resubmit documents

# Grant Revisions

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



<sup>1</sup> For Budget Revisions, go to [Budget Revisions through Budget Adjustment Form](#)

# PR Accesses & Downloads Documents (1/3)

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

English Français Español

? Help

THE GLOBAL FUND

Home Revisions

1. Click on the **Revisions** tab

Revisions

Guidance

## Revisions

### Active Revisions (1)

ETH-T-FMOH

Actual IP Dates

1-Jul-2024 to 30-Jun-2027

Revision Type

Additional Funding - Additional Funding

Revision Status

PR to submit documents

2. Click on the relevant grant

### Completed Revisions (3)

ZAF-C-AFSA

Actual IP Dates

1-Abr-2022 to 31-Mar-2025

Revision Type

Programmatic - Material Budget Revision

Registration Date

NER-M-CRS

Actual IP Dates

1-Ene-2021 to 31-Dic-2023

Revision Type

Additional Funding

Registration Date

NER-T-MSP

Actual IP Dates

1-Ene-2022 to 31-Dic-2024

Revision Type

Programmatic - Material Budget Revision

Registration Date



### Note!

- The revision status is **PR to submit documents**
- This can be accessed directly via the link in the notification email

THE GLOBAL FUND

Partner Portal Manual – Revise Grants



Introduction & Access

Revision Overview

Access & Edit

Grant Revisions

Attach & Submit

Send Signed IL

BAF Overview

Resources & Support

# PR Accesses & Downloads Documents (2/3)

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

THE GLOBAL FUND

Home Revisions

Revisions > ETH-T-FMOHP06

Guidance

Revision

Implementation Period Name ETH-T-FMOHP06	Revision Type Additional Funding - Additional Funding	Organization representative for notice PR Test Submitter
Implementation Period Currency USD	Revision Status PR to submit documents	Signatory for legal agreements
Actual IP Dates 1-Jul-2024 to 30-Jun-2027		Submitter PR Test Submitter

Download Revision Forms

Performance Framework

Attach & Submit Revision Forms

Revision Forms

Filters

Document Name

Filter...

3. The documents shared by The Global Fund are listed in the **Download Revisions Forms** section

4. Click  to download individual documents, the **Download selected** button or the **Download All** button to retrieve selected/all documents at once

Results  
5 / 5

Document Name <sup>↑</sup>	Document Type <sup>↑</sup>	Attached <sup>↑</sup>	Language <sup>↑</sup>
 ETH-T-FMOH_PF_16Jan25	Performance Framework GF Shared Excel	16-Jan-2025 The Global Fund	English
 ETH_T_FMOH_DetailedBudget_1	Other GF Shared Excel	16-Jan-2025 The Global Fund	English

[Download selected](#) [Download all](#)

# PR Accesses & Downloads Documents (3/3)

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

THE GLOBAL FUND

Home Revisions

Revisions > ETH-T-FMOHP06 Guidance

Revision

Implementation Period Name  
ETH-T-FMOHP06

Implementation Period Currency  
USD

Actual IP Dates  
1-Jul-2024 to 30-Jun-2027

Download Revision Forms

Revision Forms

Filters

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

Results 5 / 5 Download selected Download all

Document Name	Document Type	Attached	Language	
ETH-T-FMOH_Pf_16Jan25	Performance Framework GF Shared Excel	16-Ene-2025 The Global Fund	English	
ETH_T_FMOH_DetailedBudget_1	Other GF Shared Excel	16-Ene-2025 The Global Fund	English	

Once the documents are downloaded, please save them on your computer and proceed with editing

Once you have finished editing the documents, proceed to [Grant Revision Step 2. PR Attaches & Submits Grant Revision Documents](#)

The next slides cover i. the online visualization of the Performance Framework, and ii. the online visualization and editing of the C19RM Performance Framework

# PR Visualizes the PF Online (1/3)

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

THE GLOBAL FUND

Home Revisions

Revisions > ETH-T-FMOHP06

Guidance

Revision

Implementation Period Name ETH-T-FMOHP06	Revision Type Additional Funding - Additional Funding	Organization representative for notice PR Test Submitter
Implementation Period Currency USD	Revision Status PR to submit documents	Signatory for legal agreements
Actual IP Dates 1-Jul-2024 to 30-Jun-2027		

Download Revision Forms Performance Framework Attach & Submit

Revision Forms

Filters

Document Name

Filter...

Results

5 / 5

Document Name	Document Type	Attached	Language	
 ETH-T-FMOH_PF_16Jan25	Performance Framework GF Shared Excel	16-Jan-2025 The Global Fund	English	 
 ETH_T_FMOH_DetailedBudget_1	Other GF Shared Excel	16-Jan-2025 The Global Fund	English	 

1. If the Global Fund shares the Performance Framework (PF) with the revision, a **Performance Framework** tab becomes available in the Partner Portal, where the PF can be visualized online (view only).

Click on the **Performance Framework** tab to visualize the document online.

However, to edit the PF, click the relevant **Download** button in the **Download Revision Forms** section. Refer to previous slide for guidance

# PR Visualizes the PF Online (2/3)

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

The screenshot shows the Partner Portal interface for a Performance Framework (PF). At the top, there are three main tabs: "Download Revision Forms", "Performance Framework", and "Attach & Submit Revision Forms". Under "Performance Framework", there are sub-tabs: "Overview", "Goals", "Objectives", "Impact Indicators", "Outcome Indicators", "Coverage Indicators", and "Work Plan Tracking Measures". The "Overview" tab is highlighted with a yellow box. A yellow callout box points to this tab with the text: "2. Navigate through the different sections of the PF in the Partner Portal by clicking on the various tabs (**Overview, Goals, Objectives, Indicators, WPTMs**)". Below this, another yellow callout box states: "Here the user visualizes the **Overview** section of the Performance Framework".

On the right side of the interface, there are two buttons: "Expand All" and "Collapse All", both highlighted with a yellow box. A yellow callout box points to these buttons with the text: "3. Click **Expand All / Collapse All** to quickly access the information of interest".

The main content area shows a list of implementation items. The first section is "Implementations" with a dropdown arrow. It lists:

- Geography: Ethiopia
- AUP start date: 1-Jul-2024

Below this is a table of implementation items:

#	Item	More Options
2	Program management	⋮
3	Collaboration with other providers and sectors	⋮
4	TB diagnosis, treatment and care	⋮
5	Drug-resistant (DR)-TB diagnosis, treatment and care	⋮
6	TB/DR-TB Prevention	⋮

Below the table is a section for "Interventions (Only required if you have Work plan Tracking Measures)". It has a dropdown arrow and a table:

#	Module	Intervention	More Options
1	RSSH: Monitoring and evaluation systems	Surveys	⋮
2	Removing human rights and gender related barriers to TB services	Ensuring people-centered and rights-based TB services at health facilities	⋮

# PR Visualizes the PF Online (3/3)

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

The screenshot displays the Partner Portal interface for the Performance Framework. At the top, there are three main tabs: "Download Revision Forms", "Performance Framework", and "Attach & Submit Revision Forms". Under "Performance Framework", there are sub-tabs: "Overview", "Goals", "Objectives", "Impact Indicators", "Outcome Indicators", "Coverage Indicators" (which is highlighted with a yellow box), and "Work Plan Tracking Measures". Below the sub-tabs, the "Coverage Indicators (13)" section is visible, with "Expand All" and "Collapse All" buttons highlighted in a yellow box. The main content area shows details for "Coverage Indicator 1" and "Coverage Indicator 2".

**4.** Navigate through the different sections of the PF in the Partner Portal by clicking on the various tabs (**Overview, Goals, Objectives, Indicators, WPTMs**)

Here the user visualizes the **Coverage Indicators** section of the Performance Framework

**5.** Click **Expand All / Collapse All** to quickly access the information of interest

This completes the online visualization of the Performance Framework

The next slides cover the online visualization and editing of the C19RM Performance Framework

# PR Accesses & Edits the C19RM PF online (1/9)

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

English Français Español

Help PR Test Submitter

THE GLOBAL FUND

Home Revisions

Revisions > NER-M-CRSP03

Guidance

### Revision

Implementation Period Name NER-M-CRSP03	Revision Type Programmatic - TRP review not required	Organization representative for notice PR Test Submitter
Implementation Period Currency EUR	Revision Status PR to submit documents	Signatory for legal agreements
Actual IP Dates 1-Ene-2021 to 31-Dic-2023		Submitter PR Test Submitter

Download Revision Forms Performance Framework **C19RM Performance Framework** Attach & Submit Revision Forms

### Performance Framework for Grant Revision NER-M-CRSP03

Status: Draft Edited by: Principal Recipient (PR) Signed-off by: Signed-off on: Language: French

Overview Objectives Indicators WPTM

1. If there is a C19RM PF required for the revision, Partner Portal user accesses the **C19RM Performance Framework** tab

This section applies to



C19RM

Introduction & Access

Revision Overview

Access & Edit

Grant Revisions

Attach & Submit

Send Signed IL

BAF Overview

Resources & Support

THE GLOBAL FUND

Partner Portal Manual – Revise Grants



# PR Accesses & Edits the C19RM PF online (2/9)

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

Revisions > NER-M-CRSP03

> Revision

Download Revision Forms Performance Framework C19RM Performance Framework Attach & Submit Revision Forms

> Performance Framework for Grant Revision NER-M-CRS P03

Overview Objectives Indicators WPTM

Frequency in months: 6

C19RM Use by Date: 31-Dec-2025

Edit

Indicator Reporting Periods	Period Start Date	Period End Date
	1 Jul 2023	31 Dec 2023
	1 Jan 2024	30 Jun 2024
	1 Jul 2024	31 Dec 2024
	1 Jan 2025	30 Jun 2025
	1 Jul 2025	31 Dec 2025

Key Activity Periods	Period End Date
	30 Sept 2023
	31 Dec 2023
	31 Mar 2024
	30 Jun 2024

Revision Overview

Access & Edit

Grant Revisions

Attach & Submit

Send Signed IL

BAF Overview

This section applies to



C19RM



**Note!**

The **Indicator Reporting Periods** and **Key Activity Periods** are set according to Frequency in months selected above



Resources & Support

# PR Accesses & Edits the C19RM PF online (3/9)

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

Revisions > NER-M-CRSP03 Guidance

> Revision

Download Revision Forms Performance Framework

> Performance Framework for Grant Revision NER-M-CRSP03

Overview Objectives Indicators WPTM

Frequency in months: 6 C19RM Use by Date: 31-Dec-2025 Edit

Indicator Reporting Periods	Period Start Date	Period End Date
	1 Jul 2023	31 Dec 2023
	1 Jan 2024	30 Jun 2024
	1 Jul 2024	31 Dec 2024
	1 Jan 2025	30 Jun 2025
	1 Jul 2025	31 Dec 2025

Key Activity Periods	Period End Date
	30 Sept 2023
	31 Dec 2023
	31 Mar 2024
	30 Jun 2024

3. Click on other tabs (**Objectives, Indicators, WPTM**) to edit information in other section of the C19RM PF

This section applies to  C19RM

Revision Overview

Access & Edit

Attach & Submit

Send Signed IL

BAF Overview

Resources & Support

Grant Revisions

# PR Accesses & Edits the C19RM PF online (4/9)

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

THE GLOBAL FUND

Home Revisions

Revisions > NER-M-CRSP03

Guidance

> Revision

4. To add or edit an indicator, click **Indicators**

Download Revision Forms Performance Framework Performance Framework Attach & Submit Revision Forms

> Performance Framework for Grant Revision NER-M-CRS P03

Overview Objectives **Indicators** WPTM

5. Click **Add Indicator** to add a new indicator.

Click **Edit Indicator** to make changes to existing ones

+ Add Indicator

Edit Indicator

LMIS reporting rate: Percentage of all health facilities that are required to report that actually submitted an LMIS report to central authority

Intervention

Health products and waste management systems

Indicator

HPM-1 LMIS reporting rate: Percentage of all health facilities that are required to report that actually submitted an LMIS report to central authority

Country

Niger

Scope of Targets

Geographic National, 100% of national program target

Cumulation Type

Non cumulative - other

Baseline

Baseline Year

Baseline #N

Baseline #D

Baseline %

Source

Source (local language)

This section applies to



C19RM



6. Indicators target data can be directly edited by clicking on the relevant  icon



**Note!**

An existing indicator cannot be removed

THE GLOBAL FUND

Partner Portal Manual – Revise Grants



Introduction & Access

Revision Overview

Access & Edit

Grant Revisions

Attach & Submit

Send Signed IL

BAF Overview

Resources & Support

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

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

**7. Edit the necessary indicator information**

**8. Click **Save****

This section applies to **C19RM**

# PR Accesses & Edits the C19RM PF online (6/9)

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

English Français Español

Help PR Test Submitter

THE GLOBAL FUND

Home Revisions

Revisions > NER-M-CRSP03

Guidance

> Revision

Download Revision Forms Performance Framework C19RM Performance Framework Attach & Submit Revision Forms

> Performance Framework for Grant Revision NER-M-CRS P03

Overview Objectives Indicators WPTM

+ Add Indicator

LMIS reporting rate: Percentage of all health facilities that are required to report that actually submitted an LMIS report to central authority

Edit Indicator

Intervention  
Health products and waste management systems

Country: Niger  
Scope of Targets: Geographic National, 100% of national program target

Indicator  
HPM-1 LMIS reporting rate: Percentage of all health facilities that are required to report that actually submitted an LMIS report to central authority

Cumulation Type  
Non cumulative - other

Baseline

Baseline #N	Baseline #D	Baseline %	Source	Source (local language)
-------------	-------------	------------	--------	-------------------------

Comments

This section applies to



C19RM



**Note!**

The saved changes are reflected on the main page

THE GLOBAL FUND

Partner Portal Manual – Revise Grants



Introduction & Access

Revision Overview

Access & Edit

Grant Revisions

Attach & Submit

Send Signed IL

BAF Overview

Resources & Support

# PR Accesses & Edits the C19RM PF online (7/9)

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

English Français Español

Help PR Test Submitter

THE GLOBAL FUND

Home Revisions

Revisions > NER-M-CRSP03

Guidance

> Revision

Download Revision Forms Performance Framework forms

> Performance Framework for Grant Revision NER-M-CRS P03

Overview Objectives Indicators **WPTM**

9. To add or edit a key activity, click **WPTM**

10. Click **Add Key Activity** to add a new activity

Click **Edit Key Activity** to make changes to an existing one

+ Add Key Activity

Edit Key Activity

Key Activity #1

Key Activity

Surveillance systems

Country

Niger

WPTM Category

Systems Development

Key Activity

Drawing up a roadmap and detailed budget for the digitisation of community health data (including surveillance data and campaigns data). And update the performance framework to set targets for indicator M&E-5.1.

Key Activity (local language)

Elaboration de la feuille de route pour la digitalisation des données de sante communautaire (y compris les données de surveillance et campagnes de distribution). Et actualiser le cadre de p

11. Key activity target data can be directly edited by clicking on the relevant  icon

Edit Key Activity

This section applies to

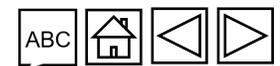


C19RM



**Note!**

Existing WPTMs/ Key Activities cannot be removed



Revision Overview

Access & Edit

Attach & Submit

Send Signed IL

BAF Overview

Resources & Support

# PR Accesses & Edits the C19RM PF online (8/9)

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

**12.** Edit the necessary information

**13.** Click **Save**

This section applies to



**C19RM**



### Note!

The saved changes are reflected on the main page

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

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

English Français Español

Help PR Test Submitter

THE GLOBAL FUND

Home Revisions

Revisions > NER-M-CRSP03

Guidance

### Revision

Implementation Period Name NER-M-CRSP03	Revision Type Programmatic - TRP review not required	Organization representative for notice PR Test Submitter, ⓘ
Implementation Period Currency EUR	Revision Status PR to submit documents	Signatory for legal agreements ⓘ
Actual IP Dates 1-Ene-2021 to 31-Dic-2023		Submitter PR Test Submitter ⓘ

This completes **Grant Revision Step 1. PR Accesses & Edits Grant Revision Documents**

Proceed to [Grant revision Step 2. PR Attaches & Submits Grant Revision Documents](#)

This section applies to



C19RM

Introduction & Access

Revision Overview

Access & Edit

Grant Revisions

Attach & Submit

Send Signed IL

BAF Overview

Resources & Support

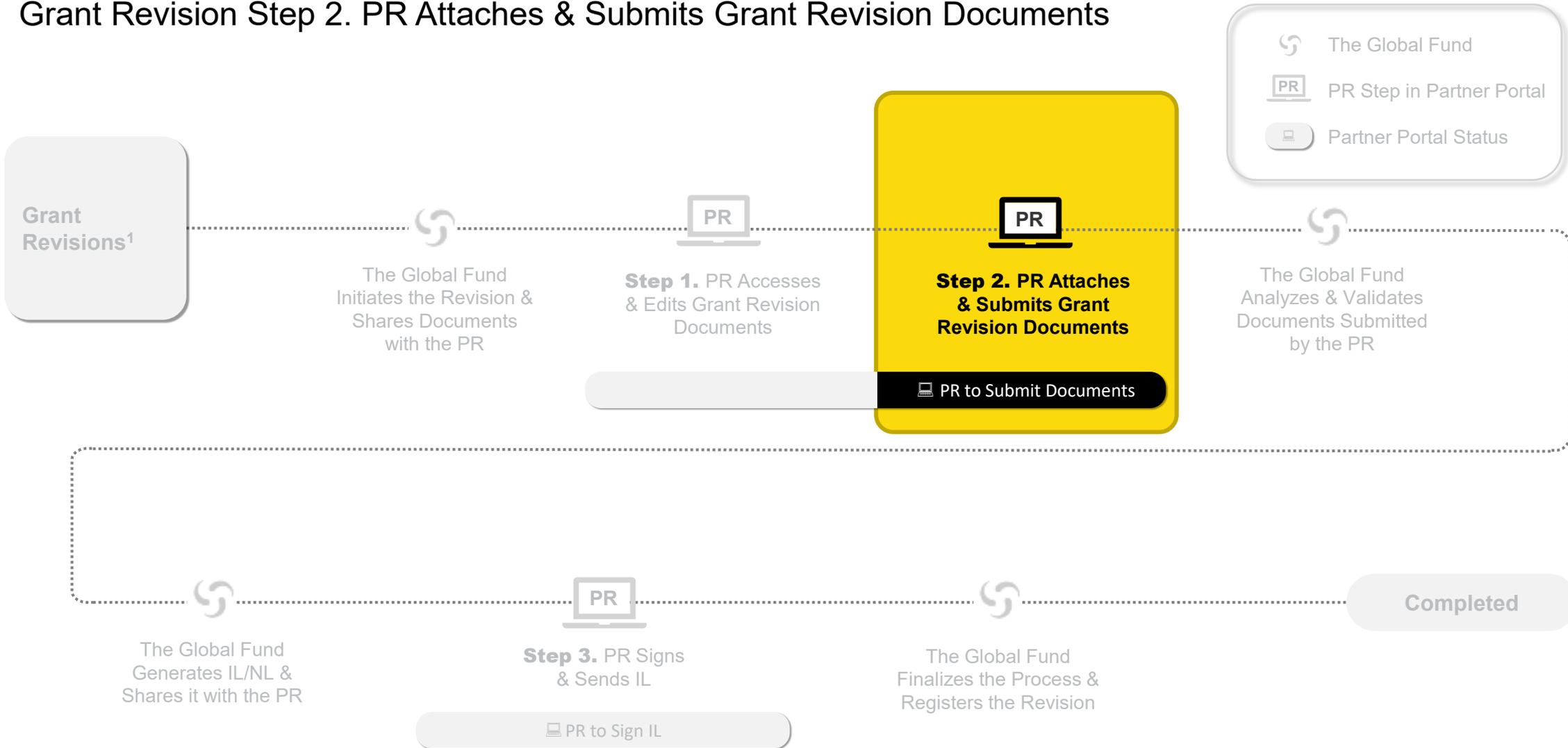
THE GLOBAL FUND

Partner Portal Manual – Revise Grants



# Grant Revisions

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



# PR Attaches Revised Grant Documents (1/6)

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

English Français Español

Help PR Test Submitter

THE GLOBAL FUND

Home Revisions

Revisions > NER-M-CRSP03

Guidance

### Revision

Implementation Period Name  
NER-M-CRSP03

Implementation Period Currency  
EUR

Actual IP Dates  
1-Ene-2021 to 31-Dic-2023

Organization representative for notice  
PR Test Submitter

Signatory for legal agreements

Submitter  
PR Test Submitter

1. Access the **Attach & Submit Revision Forms** tab

Download Revision Forms Performance Framework C19RM Performance Framework **Attach & Submit Revision Forms**

Attached documents for submission to the Global Fund.

(Please consult the [Global Fund policy](#) to ensure you submit all required documents for this revision type)

Revision documents for submission to the Global Fund

No results found.

Submit to the Global Fund

2. Click the **Attach** button

Attach

Introduction & Access

Revision Overview

Access & Edit

Grant Revisions

Attach & Submit

Send Signed IL

BAF Overview

Resources & Support

THE GLOBAL FUND

Partner Portal Manual – Revise Grants



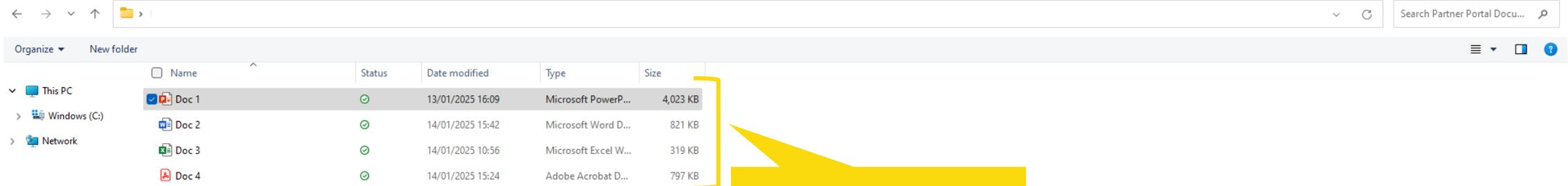
# PR Attaches Revised Grant Documents (2/6)

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

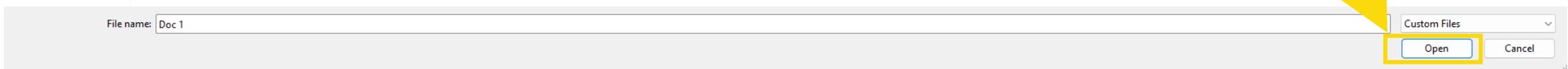
The screenshot displays the 'THE GLOBAL FUND' interface. At the top, there are language options (English, Français, Español) and a user profile for 'PR Test Submitter'. The main content area shows a 'Revisions' section for 'NER-M-CRSP03'. A modal dialog titled 'Attach Documents' is open, featuring a 'Select Documents' section with an 'Upload Files' button (highlighted by a yellow callout) and an 'Or drop files' option. The dialog also includes 'Cancel & Close' and 'Save & Close' buttons. The background shows a table of revision documents with columns for 'Implementation Period Name', 'Implementation Period Currency', 'Actual IP Date', and 'Download Revisions'. A 'No results found.' message is visible at the bottom of the table.

# PR Attaches Revised Grant Documents (3/6)

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



4. Select the relevant document(s)



5. Click **Open**

# PR Attaches Revised Grant Documents (4/6)

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

**Upload Files**

	Doc 1.pptx 3,9 MB		
	Doc 2.docx 821 KB		
	Doc 3.xlsx 318 KB		
	Doc 4.pdf 797 KB		

4 of 4 files uploaded

**Done**

**6. Click Done**

# PR Attaches Revised Grant Documents (5/6)

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

Home Revisions

Revisions > NER-M-CRSP03

Guidance

### Attach Documents

Select Documents

Upload Files Or drop files

Select the Language and Document Type for each Document.

Document	Language	Document Type
Doc 1.pptx PowerPoint	English	Other
Doc 2.docx Word	Spanish	Revision Request Form
Doc 3.xlsx Excel	French	C19RM Health Product Management Template
Doc 4.pdf PDF	Other	

Save & Close

7. Select the **Document Type** and **Language**

8. Click **Save and Close**



## Note!

Please note there is no **C19RM PF** filetype in the **Attach Documents** list since C19RM PF is completed using the online form in the Partner Portal

# PR Attaches Revised Grant Documents (6/6)

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

Home [Revisions](#)

Revisions > NER-M-CRSP03 [Guidance](#)

> Revision

Download Revision Forms Performance Framework C19RM Performance Framework **Attach & Submit Revision Forms**

Attached documents for submission to the Global Fund.  
(Please consult the [Global Fund policy](#) to ensure you submit all required documents for this revision type)

Revision documents for submission to the Global Fund

**10.** If a Performance Framework is attached, any changes made to the PF can be visualized in the **Performance Framework** tab upon attachment

**9.** All attached documents are listed in the **Attach and Submit Revision Forms** section

Document Name	Type	Attached	Language	Version	Final PR Submission
ETH-T-FMOH_PF_16Jan25	Performance Framework GF Shared Excel	16-Jan-2025 The Global Fund CT	English	1	<input type="checkbox"/>
ETH-T-FMOH_PF	Performance Framework Excel	17-Jan-2025 PR Test Submitter	English	1	<input type="checkbox"/>
Doc2					<input type="checkbox"/>

This completes the step-by-step instructions to attach documents in the Partner Portal

The next slides cover the submission of revision documents to the Global Fund

# PR Submits Revised Grant Documents (1/3)

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

Home Revisions

Revisions > NER-M-CRSP03

> Revision

Download Revision Forms Performance Framework C19RM Performance Framework **Attach & Submit Revision Forms**

Attached documents for submission to the Global Fund.  
(Please consult [the Global Fund policy](#) to ensure you submit all required documents for this revision type)

Revision documents for submission to the Global Fund

Filters

Document Name: Filter... Document Type: All

Final PR Submission: All

Attach Reset

Download selected Download all

Document Name	Document Type	Attached	Language	Version	Final PR Submission	
Doc4	Funding Landscape Table - Malaria PDF	16-Jan-2025 PR Test Submitter	Other	1	<input type="checkbox"/>	
ETH-T-FMOH_Pf	Performance Framework Excel	17-Jan-2025 PR Test Submitter	English	1	<input type="checkbox"/>	
Doc2	Revision Request Form Word	16-Jan-2025 PR Test Submitter	Spanish	1	<input type="checkbox"/>	

2. To submit the documents, click **Submit to the Global Fund**

1. Select the final document version by clicking on the **Final PR Submission** checkbox

# PR Submits Revised Grant Documents (2/3)

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

**3. Indicate the documents you are submitting by clicking the checkbox. A **Comments** field is available to provide any additional information to the Global Fund**

**4. Click **Submit****

THE GLOBAL FUND

Home Revisions

Revisions > NER-M-CRSP03

Guidance

> Revision

Download Revision Forms Performance Framework C19RM Performance Framework Attach & Submit Revision Forms

Attached documents for submission to the Global Fund.  
(Please consult the Global Fund policy to ensure you submit all required documents for this revision type)

- ✓ C19RM Health Product Management Template
- ✓ Funding Landscape Table - Malaria
- ✓ Revision Request Form

Revision documents for submission to the Global Fund

Filters

Document Name Document Type

Filter... All

Results 4 / 4

Document Name	Document Type	Attached	Language	Version	Final PR Submission
Doc4	Funding Landscape Table - Malaria PDF	17-Ene-2025 PR Test Submitter	Other	1	<input checked="" type="checkbox"/>
Doc1	Other PowerPoint	17-Ene-2025 PR Test Submitter	English	1	<input type="checkbox"/>

Submit to the Global Fund

Attach

Reset

Download selected Download all

Cancel Submit

Comments

Add comments

Detailed Budget - Baseline Budget revised

Detailed Budget - Incremental Budget

Performance Framework

C19RM Detailed Budget - Baseline Budget revised

C19RM Detailed Budget - Incremental Budget

C19RM Performance Framework

# 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](#)



### Note!

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

# Grant Revisions

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



<sup>1</sup> For Budget Revisions, go to [Budget Revisions through Budget Adjustment Form](#)

# PR Accesses the IL (1/3)

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

English Français Español

Help PR Test Submitter

THE GLOBAL FUND

1. Click on the Revisions tab

Home Revisions

Revisions

Guidance

Revisions

Active Revisions (1)

NER-M-CRS

Actual IP Dates

1-Ene-2021 to 31-Dic-2023

Revision Type

Programmatic - TRP review not required

Revision Status

PR to sign Implementation Letter

2. Click on the relevant grant



**Note!**

The revision status is **PR to sign Implementation Letter**

Revision Overview

Access & Edit

Attach & Submit

Send Signed IL

BAF Overview

Grant Revisions

# PR Accesses the IL (2/3)

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

English Français Español

Help PR Test Submitter

THE GLOBAL FUND

Home Revisions

Revisions > NER-M-CRSP03

Guidance

> Revision

Download Revision Forms Performance Framework C19RM Performance Framework Attach & Submit Revision Forms

Revision Forms

Filters

Document Name Document Type

Filter... All

Reset

Results  
2 / 2

Document Name	Document Type	Attached	Language	
 Doc2	Implementation Letter GF Shared PDF	16-Jan-2025 The Global Fund	English	 
 Doc1	Other GF Shared Word	16-Jan-2025 The Global Fund	English	 

1 - 2 / 2

Download selected Download all

**3. In the **Download Revision Forms** section, locate the **Implementation Letter GF Shared** in the list of documents and click **Download****

# PR Accesses the IL (3/3)

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

THE GLOBAL FUND

Home Revisions

Revisions > NER-M-CRSP03

> Revision

Download Revision Forms Performance Framework

Revision Forms

Filters

Document Name

Filter...

Results

2 / 2

Document Name				
Doc 2	Implementation Letter GF Shared PDF	16-Jan-2025 The Global Fund	English	
Doc 1	Other GF Shared Word	16-Jan-2025 The Global Fund	English	

1 - 2 / 2

Once the document is downloaded, please save it on your computer and proceed to signing it outside of the Partner Portal

Once you have finished signing the document, [proceed to the next screen](#) to attach the signed file in the system

# PR Attaches the Signed IL (1/5)

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

Attached documents for submission to the Global Fund.

(Please consult the [Global Fund policy](#) to ensure you submit all required documents for this revision type)

- ✓ C19RM Health Product Management Template
- ✓ Funding Landscape Table - Malaria
- ✓ Revision Request Form

Submit Implementation Letter to The Global Fund

Revision documents for submission to the Global Fund

Attach

Filters

Reset

Document Name  Document Type

Results

5 / 5

Download selected Download all

Document Name	Document Type	Attached	Language	Version	Final PR Submission	
Doc4	Funding Landscape Table - Malaria PDF	16-Jan-2025 PR Test Submitter	Other	1	<input checked="" type="checkbox"/>	
Doc1	Other PowerPoint	16-Jan-2025 PR Test Submitter	English	1	<input type="checkbox"/>	

1. In the **Attach & Submit Revision Forms** section, click **Attach**

# PR Attaches the Signed IL (2/5)

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

Download Revision Forms Performance Framework C19RM Performance Framework **Attach & Submit Revision Forms**

Attached documents for submission to the Global Fund.  
(Please consult the [Global Fund policy](#) to ensure you submit all required documents for this revision type)

- ✓ C19RM Health Product Management Template
- ✓ Funding Landscape Table - Malaria
- ✓ Revision Request Form

Revision documents for submission to the Global Fund Attach

Filters Reset

**2. Click Upload Files**

Select Documents

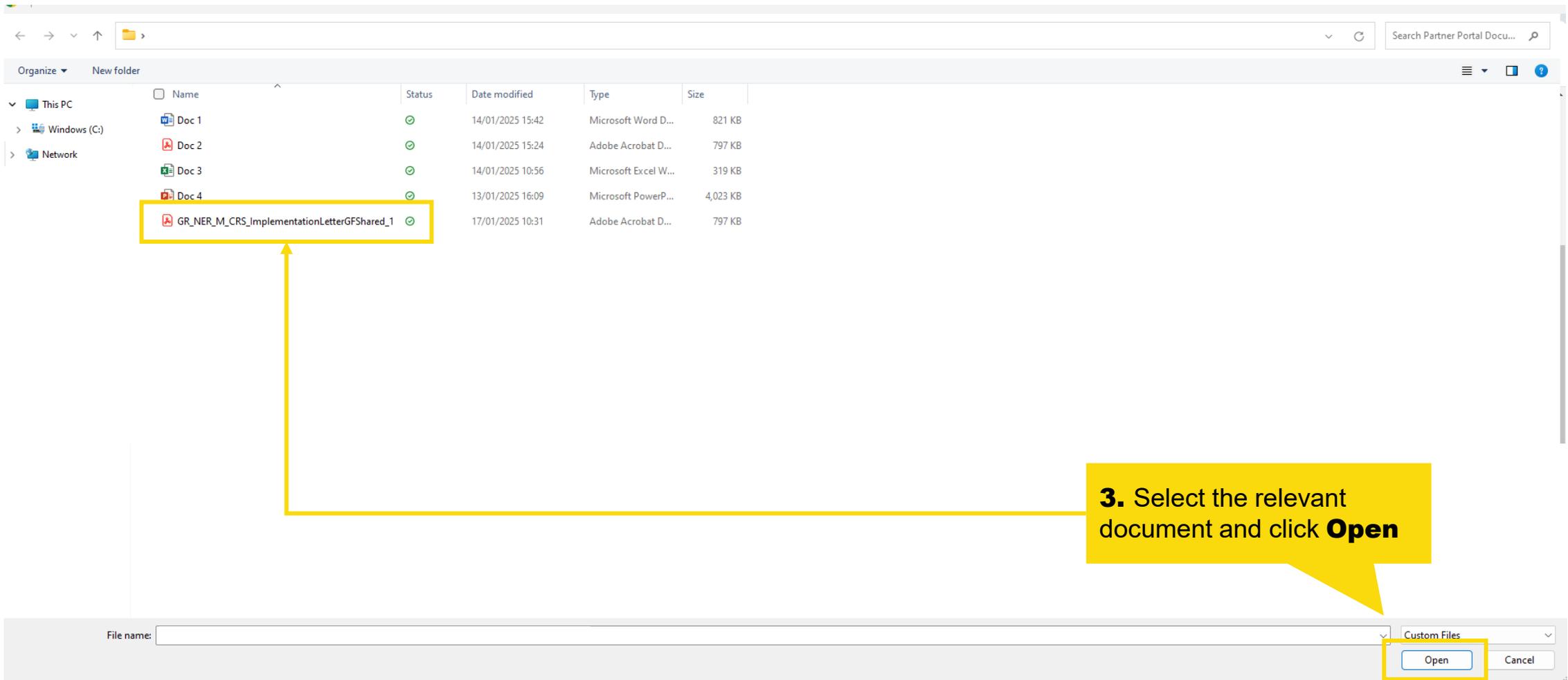
Upload Files Or drop files

Cancel & Close Save & Close

Document Name	Document Type	Language	Version	Final PR Submission
Doc 1	Other PowerPoint	English	17-Ene-2025 PR Test Submitter	<input type="checkbox"/>
Doc 2	Revision Request Form Word	Spanish	17-Ene-2025 PR Test Submitter	<input checked="" type="checkbox"/>
Doc 3	C19RM Health Product Management Template Excel	French	17-Ene-2025 PR Test Submitter	<input checked="" type="checkbox"/>
Doc 1	Notification Letter / Email Word	English	17-Ene-2025 The Global Fund	<input type="checkbox"/>

# PR Attaches the Signed IL (3/5)

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



# PR Attaches the Signed IL (4/5)

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

Download Revision Forms Performance Framework C19RM Performance Framework Attach & Submit Revision Forms

Submitted Implementation Letter to The Global Fund

Attached documents for submission to the Global Fund.  
(Please consult the Global Fund policy to ensure you submit all required documents for this revision type)

- C19RM Health Product Management Template
- Funding Landscape Table - Malaria
- Revision Request Form

Revision documents for submission to the Global Fund

Filters Attach Reset

Document Name Document Type

Upload Files

GR\_NER\_M\_CRS\_ImplementationLetterGFS... 797 KB

1 of 1 file uploaded Done

4. Click Done

Document Name	Document Type	Document Type	Document Type	Document Type	Document Type	Document Type	Document Type
Doc 1	Other	PowerPoint	17-Ene-2025	PR Test Submitter	English	1	
Doc 2	Revision Request Form	Word	17-Ene-2025	PR Test Submitter	Spanish	1	
Doc 3	C19RM Health Product Management Template	Excel	17-Ene-2025	PR Test Submitter	French	1	
Doc 1	Notification Letter / Email	Word	17-Ene-2025	The Global Fund	English	1	

# PR Attaches the Signed IL (5/5)

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

Revision

Download Revision Forms Performance Framework C19RM Performance Framework Attach & Submit Revision Forms

Submitted Implementation Letter to The Global Fund

Attached documents for submission to the Global Fund.  
(Please consult the Global Fund policy to ensure you submit all required documents for this revision type)

- ✓ C19RM Health Product Management Template
- ✓ Funding Landscape Table - Malaria
- ✓ Revision Request Form

Revision documents for submission to the Global Fund

Filters

Document

Filter...

Results 5 / 5

Document

GR\_NER\_M\_CRS\_ImplementationLetterGFSshared\_1.pdf

English

Implementation Letter - PR Signed

Implementation Letter - PR Signed

Other

Save & Close

5. Select the Document Type as **Implementation Letter – PR Signed**, select the Language and click **Save and Close**

The document is attached, [proceed to the next screen](#) to submit it to the Global Fund

# PR Sends the Signed IL to the Global Fund (1/3)

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

Attached documents for submission to the Global Fund.

(Please consult the [Global Fund policy](#) to ensure you submit all required documents for this revision type)

- ✓ C19RM Health Product Management Template
- ✓ Funding Landscape Table - Malaria
- ✓ Revision Request Form

Revision documents for submission to the Global Fund

Filters

Document Name	Document Type	Language	Version	Final PR Submission
<input type="text" value="Filter..."/>	All	All	All	All

Results

5 / 5

Download selected Download all

Document Name	Document Type	Attached	Language	Version	Final PR Submission	
GR_NER_M_CRS_ImplementationLetterGFSshared_1	Implementation Letter - PR Signed PDF	16-Jan-2025 PR Test Submitter	English	1	<input checked="" type="checkbox"/>	
Doc1	Other PowerPoint	16-Jan-2025 PR Test Submitter	English	1	<input type="checkbox"/>	

Submit Implementation Letter to The Global Fund

1. Click **Submit Implementation Letter to the Global Fund**

Attach

Reset

Revision Overview

Access & Edit

Attach & Submit

Send Signed IL

BAF Overview

Resources & Support

Grant Revisions

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

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

THE GLOBAL FUND

Home Revisions

Revisions > NER-M-CRSP03

Revision

Download Revision Forms Performance Framework C19RM Performance Framework Attach & Submit Revision Forms

Attached documents for submission to the Global Fund.  
(Please consult the Global Fund policy to ensure you submit all required documents for this revision type)

- ✓ C19RM Health Product Management Template
- ✓ Funding Landscape Table - Malaria
- ✓ Implementation Letter - PR Signed
- ✓ Revision Request Form

Revision documents for submission to the Global Fund

Filters

Document Name	Document Type	Language	Version	Final PR Submission
Filter...	All	All	All	All

Results 6 / 6

Document Name	Document Type	Attached	Language	Version	Final PR Submission
Doc4	Funding Landscape Table - Malaria PDF	17-Ene-2025 PR Test Submitter	Other	1	<input checked="" type="checkbox"/>

Submit Implementation Letter to The Global Fund

Are you sure you want to submit the Implementation Letter to The Global Fund?

Cancel Submit

2. To proceed, click **Submit**

# 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!

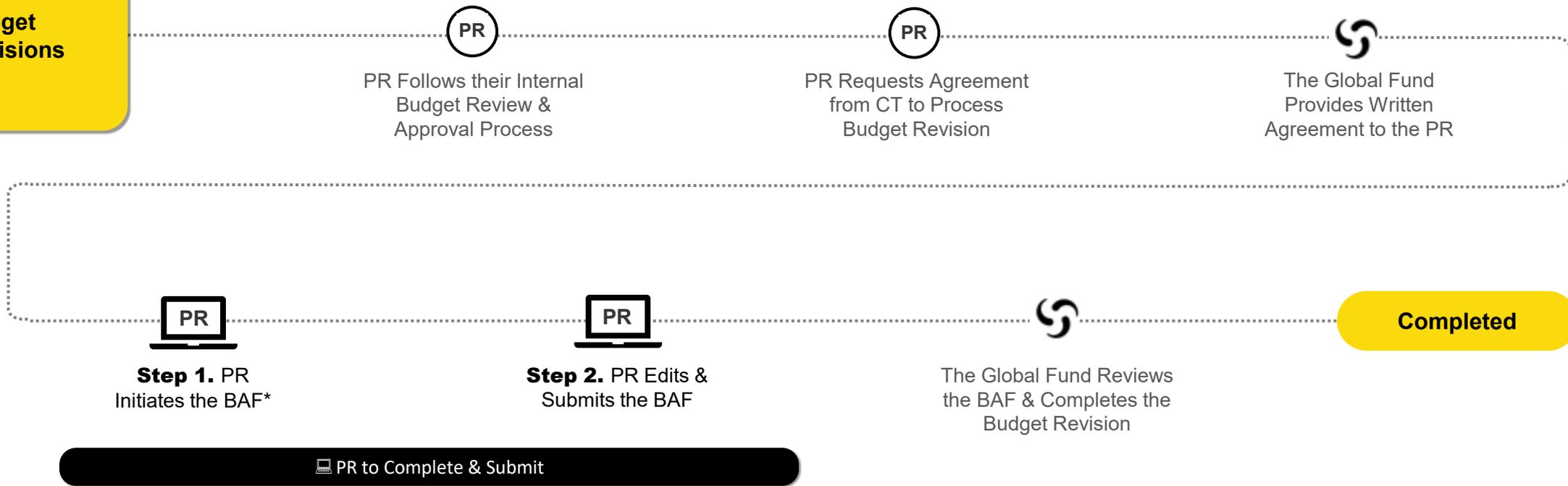
Upon IL submission, the revision status changes to **Global Fund to sign Implementation Letter**

# Budget Revisions – Process Overview

## through the Budget Adjustment Form (BAF)

**Budget Revisions**

-  The Global Fund
-  PR Step / in Partner Portal
-  Partner Portal Status

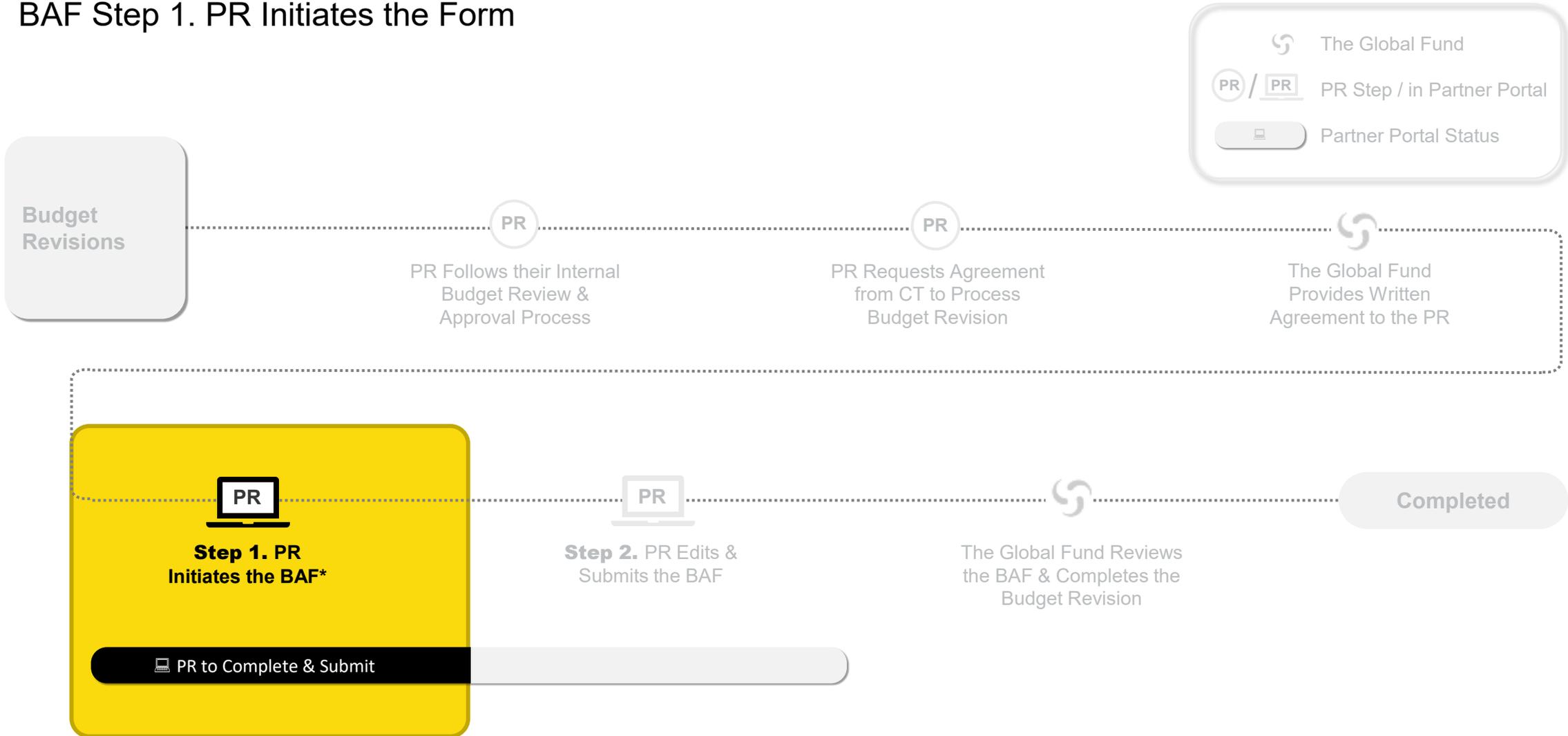


- Revision Overview
- BAF Overview
- Grant Revisions
- Initiate BAF
- Edit & Submit BAF

**Note!**  
 \* During implementation, a **Budget Adjustment Form** can be initiated at any time by the PR or the Global Fund, irrespective of any existing revision

# Budget Revisions through the Budget Adjustment Form (BAF)

## BAF Step 1. PR Initiates the Form



\* During implementation, a **Budget Adjustment Form** can be initiated at any time by the PR or the Global Fund, irrespective of any existing revision.

# PR Accesses & Generates the Form (1/6)

## BAF Step 1. PR Initiates the Form

[English](#) | [Français](#) | [Español](#)

 **THE GLOBAL FUND**

[Report an Issue](#)

[PR Test Submitter](#) ▼

Home **All Applications** Insights

### Principal Recipient Report

<b>PU</b> Status Due Date Overdue by 155 Days	NER-T-MSPP02 Pending PR completion 01-Mar-2025 Due in 44 Days	<b>PU</b> Status Due Date Overdue by 63 Days	ZAF-C-AFSAP03 Pending PR completion 14-Nov-2024 Overdue by 63 Days	<b>PU</b> Status Due Date Overdue by 136 Days	NER-T-MSPP02 Pending PR completion 02-Sep-2024 Overdue by 136 Days
--	--	---	---	--	---

1. From the Partner Portal landing page, click on **All Applications**

### Grant Making

Status	NER-T-MSPP03 Global Fund Review
IP End Date	2024-10-31

### Grant Revision

Status	ETH-T-FMOHP06 PR to submit documents	Status	NER-M-CRSP03 PR to submit documents
IP End Date	2027-06-30	IP End Date	2023-12-31

### My Applications

No Applications

### Quick Links

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

Introduction & Access

Revision Overview

BAF Overview

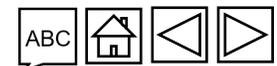
Grant Revisions

Initiate BAF

Edit & Submit BAF

 **THE GLOBAL FUND**

Partner Portal Manual – Revise Grants



Resources & Support

# PR Accesses & Generates the Form (2/6)

## BAF Step 1. PR Initiates the Form

English | Français | Español

 THE GLOBAL FUND

Home All Applications Insights

Report an Issue

PR Test Submitter ▾

 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.

 M&E Systems Profile Survey ★ >

Complete the M&E Systems Survey: Assess key data on monitoring and evaluation systems.

 Principal Recipient Reporting ★ >

PR Reporting allows the Global Fund to maintain an overview of implementation progress. PRs regularly report to the Global Fund through Pulse Checks, Progress Updates, and other reporting mechanisms. The PR Reporting application allows PRs to complete and submit online forms and access previous reports.

 Financial Management ★ >

2. Click on the **Financial Management** tile

Organization information such as banking details, contacts, change requests related to organizational and contact

 Financial Management ★ >

Introduction & Access

Revision Overview

BAF Overview

Grant Revisions

Initiate BAF

Edit & Submit BAF

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

## BAF Step 1. PR Initiates the Form

English Français Español

Help PR Test Submitter

THE GLOBAL FUND

Home Financial Management

Financial Management

Budget Adjustment

Budget Adjustment



3. Click  to open the **Budget Adjustment** section

Introduction & Access

Revision Overview

BAF Overview

Grant Revisions

Initiate BAF

Edit & Submit BAF

Resources & Support

THE GLOBAL FUND

Partner Portal Manual – Revise Grants



# PR Accesses & Generates the Form (4/6)

## BAF Step 1. PR Initiates the Form

English Français Español

Help PR Test Submitter

THE GLOBAL FUND

Home Financial Management

Financial Management > Budget Adjustment

4. Use the **Country / Group of Countries** and **Implementation Period name** filters to refine your search

Implementation Periods

Filters

Reset

Country / Group of Countries

Implementation Period name

Filter...

Filter...

Results

9 / 9

Country / Group of Countries	Implementation Period name	Implementation Period dates	Implementation Period status	Active Revision	Total Budget	R	
Ethiopia	ETH-T-FMOHP04	2018 - 2021	Financial Closure	<input type="checkbox"/>	0\$	0\$	
Ethiopia	ETH-T-FMOHP05	2021 - 2024	Financial Closure	<input type="checkbox"/>	0\$	0\$ 0\$	
Ethiopia	ETH-T-FMOHP06	2024 - 2027	Active	<input checked="" type="checkbox"/>	0\$	0\$ 0\$	
Niger	NER-M-CRSP03	2021 - 2023	Financial Closure	<input checked="" type="checkbox"/>	0\$	0\$ 0\$	
Niger	NER-M-CRSP04	2024 - 2026	Active	<input type="checkbox"/>	0\$	0€ 0€	
Niger	NER-T-MSPP01	2019 - 2021	Financial Closure	<input type="checkbox"/>	0\$	0\$ 0\$	

5. Click to open the **Budget Adjustment** section for the grant

Introduction & Access

Revision Overview

BAF Overview

Grant Revisions

Initiate BAF

Edit & Submit BAF

THE GLOBAL FUND

Partner Portal Manual – Revise Grants



Resources & Support

# PR Accesses & Generates the Form (5/6)

## BAF Step 1. PR Initiates the Form

English Français Español

Help PR Test Submitter

THE GLOBAL FUND

Home Financial Management

Financial Management > Budget Adjustment > ETH-T-FMOHP06

### Implementation Period

Country / Group of Countries Ethiopia	Implementation Period name ETH-T-FMOHP06	Currency USD	Implementation Period status Active
Principal Recipient Federal Ministry of Health of the Federal Democratic Re		Amount Signed	Total Budget
Implementation Period dates 1/7/2024 to 30/6/2027	RM Utilization Date	Amount Disbursed	Regular Budget 0 \$
Region RT High Impact Africa 2	Category High-Impact	Amount Committed	C19RM Budget 0 \$

6. Click on **Generate**

No Budget Adjustment forms found. Generate one

Generate

# 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](#)

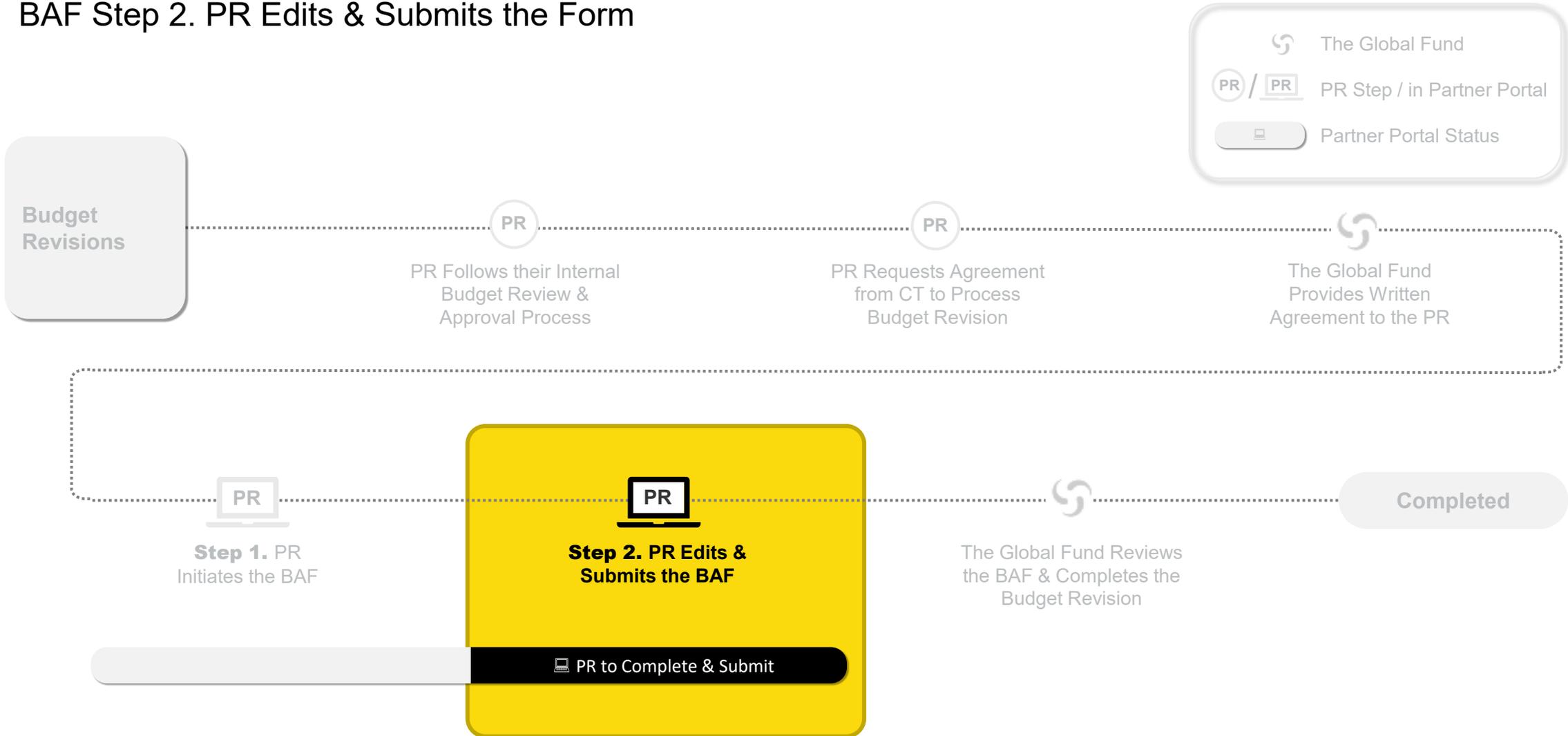


## Note!

- 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

# Budget Revisions through the Budget Adjustment Form (BAF)

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



The Global Fund

/ PR Step / in Partner Portal

Partner Portal Status

Grant Revisions

- Revision Overview
- BAF Overview
- Initiate BAF
- Edit & Submit BAF

# PR Edits the Form (1/7)

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

English Français Español

Help PR Test Submitter

THE GLOBAL FUND

Home Financial Management

Financial Management > Budget Adjustment > ETH-T-FMOHP06

### Implementation Period

Country / Group of Countries Ethiopia	Implementation Period name ETH-T-FMOHP06	Currency USD	Implementation Period status Active
Principal Recipient Federal Ministry of Health of the Federal Democratic Republic of Ethiopia		Amount Signed 58.362.193 \$	Total Budget 58.362.193 \$
Implementation Period dates 1/7/2024 to 30/6/2027	C19RM Utilization Date	Amount Disbursed 17.258.973 \$	Regular Budget 0 \$
Region RT High Impact Africa 2	Category High-Impact	Amount Committed 23.740.487 \$	C19RM Budget 0 \$

Working Version Archives

Form status: **Global Fund to share or submit**

Escalated approval required: No

Download Excel

Budget overview

Errors

Total

Approved Funding

C19RM

MPOX



### Note!

- During implementation, a **Budget Adjustment Form** can be initiated at any time by the Global Fund or the PR
- 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

Revision Overview

BAF Overview

Grant Revisions

Initiate BAF

Edit & Submit BAF

# PR Edits the Form (2/7)

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

> Implementation Period

Working Version

Form status: **PR to complete and submit**

Escalated approval required: No

Sync Submit Download Excel

Budget overview	
Total	58,362,193 \$
Approved Funding	58,362,193 \$
C19RM	0 \$
MPOX	0 \$

Errors

Check data quality

Source of Funds

Total

	Year 1 1-Jul-2024 30-Jun-2025	Year 2 1-Jul-2025 30-Jun-2026	Year 3 1-Jul-2026 30-Jun-2027	Total
Interventions				



### Note!

Upon PR initiation or Global Fund submission to the PR of a Budget Adjustment Form, a **Working Version** appears on screen and the form status becomes **PR to complete and submit**

Revision Overview

BAF Overview

Grant Revisions

Initiate BAF

Edit & Submit BAF

# PR Edits the Form (3/7)

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

Interventions Cost Inputs **Implementing Entities** Documents

Implementing Entities  
Legend: ● ▲

Filters  
Implementing Entity  
All

Results  
2 / 2

**1. Scroll down the page to access the budget, broken down by **Interventions, Cost Inputs** and **Implementing Entities**. Click on the tab title to open it. You can also attach relevant files in the **Documents** tab**

Implementing Entity	Period	Budget	Latest Reported Cumulative Expenditure	Unexecuted Budget	Positive Budget Adjustment	Negative Budget Adjustment	Additional Funding	Revised Budget
	Total	58,362,193 \$ 100%						58,362,193 \$ 100%
	Year 1	23,690,257 \$						23,690,257 \$
	Year 2	21,332,449 \$						21,332,449 \$
	Year 3	13,339,487 \$						13,339,487 \$
● Federal Ministry of Health of the Federal Democratic Republic of Ethiopia	Total	57,680,494 \$ 99%						57,680,494 \$ 99%
	Year 1	23,433,627 \$						23,433,627 \$
	Year 2	21,124,666 \$						21,124,666 \$
	Year 3	13,122,201 \$						13,122,201 \$
● CSO	Total	681,699 \$ 1%						
	Year 1	256,630 \$						
	Year 2	207,782 \$						
	Year 3	217,287 \$						

Budget Adjustments  
Legend: ●

No results found.

**2. Click **Add** to make a new adjustment to the budget**

+ Add

Revision Overview

BAF Overview

Grant Revisions

Initiate BAF

Edit & Submit BAF

# PR Edits the Form (4/7)

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

**3. Fill-in the necessary information**

**4. Click **Save****

Year	2018	2019	2020
Year 1	236,630 \$		236,630 \$
Year 2		207,782 \$	207,782 \$
Year 3		217,287 \$	217,287 \$

# PR Edits the Form (5/7)

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

Entity	Year	Total	Percentage	Positive Budget Adjustment	Negative Budget Adjustment	Total	Percentage
	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 \$	
	Year 3	13,339,487 \$			(10,000 \$)	13,329,487 \$	
Federal Ministry of Health of the Federal Democratic Republic of Ethiopia	Total	57,680,494 \$	99%			57,680,494 \$	99%
	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 \$	
CSO	Total	681,699 \$	1%				
	Year 1	256,630 \$					
	Year 2	207,782 \$					
	Year 3	217,287 \$					

**5a.** Click **Add** to make a new adjustment to the budget



### Budget Adjustments

Legend: ●

### Filters



Implementing Entity: 
 Period: 
 Source of Funds: 
 Funding Opportunity:

**5b.** Click to edit an existing budget adjustment. Click to delete it

Results  
2 / 2

Implementing Entity ↕	Period ↕	Source of Funds ↕	Funding Opportunity ↕	Positive Budget Adjustment ↕	Negative Budget Adjustment ↕	Comment	
Federal Ministry of Health of the Federal Democratic Republic of Ethiopia	Year 1	Approved Funding	Approved Funding	10,000 \$		comment	
Federal Ministry of Health of the Federal Democratic Republic of Ethiopia	Year 3	Approved Funding	Approved Funding		(10,000 \$)		

**Note!**  
The saved changes are reflected on the main page and listed in the **Budget Adjustments** section

Revision Overview

BAF Overview

Initiate BAF

Edit & Submit BAF

Resources & Support

# PR Edits the Form (6/7)

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

English Français Español

Success  
Successfully update the Budget Adjustment.

Help PR Test Submitter

THE GLOBAL FUND

Home Financial Management

Financial Management > Budget Adjustment > ETH-T-FMOHP06

Implementation Period

Working Version

Form status: PR to complete and submit Escalated approval required: No

Sync Submit Download Excel

Budget overview	
Total	58.362.193 \$
Approved Funding	58.362.193 \$
C19RM	0 \$
MPOX	0 \$

Errors

Check data quality

**⚠** The budget information of the 'Costing Dimension', 'Module / Intervention' and 'Implementing Entity' tables must be equal. Update the budget value(s) accordingly.

**⚠** Your submission to the Global Fund was unsuccessful. Please address the data quality issue(s) flagged and attach all mandatory documents before re-submission. If you continue to have issues, you can contact Country Support through the 'Help' tab.

Source of Funds

Total

	Year 1 1-Jul-2024 30-Jun-2025	Year 2 1-Jul-2025 30-Jun-2026	Year 3 1-Jul-2026 30-Jun-2027	Total
Interventions	23.690.257 \$	21.332.449 \$	13.339.487 \$	58.362.193 \$

6. Click **Sync** at any time to pull the latest budget information into the form

7. Click **Check data quality** to review and fix any errors before submitting the Budget Adjustment Form to the Global Fund. The data quality errors are listed on the main page

Revision Overview

BAF Overview

Grant Revisions

Initiate BAF

Edit & Submit BAF

# PR Edits the Form (7/7)

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



### Note!

- The data quality errors are listed on the main page
- The budget breakdown by year and budget dimensions also highlights any error

Financial Management > Budget Adjustment > ETH-T-FM

> Implementation Period

Working Version

Form status: **PR to complete and submit** Escalated approval required: No

Sync Submit Download Excel

Budget overview	
Total	58.362.193 \$
Approved Funding	58.362.193 \$
C19RM	0 \$
MPOX	0 \$

Errors Check data quality

The budget information of the 'Costing Dimension', 'Module / Intervention' and 'Implementing Entity' tables must be equal. Update the budget value(s) accordingly.

Your submission to the Global Fund was unsuccessful. Please address the data quality issue(s) flagged and attach all mandatory documents before re-submission. If you continue to face issues, you can contact Country Support through the 'Help' tab.

	Year 1 1-Jul-2024 30-Jun-2025	Year 2 1-Jul-2025 30-Jun-2026	Year 3 1-Jul-2026 30-Jun-2027	Total
Interventions	23.690.257 \$	21.332.449 \$	13.339.487 \$	58.362.193 \$
Cost Inputs	23.690.257 \$	21.332.449 \$	13.339.487 \$	58.362.193 \$
Implementing Entities	23.700.257 \$	21.332.449 \$	13.329.487 \$	58.362.193 \$
Checks				

Revision Overview

BAF Overview

Grant Revisions

Initiate BAF

Edit & Submit BAF

This completes the form editing instructions

[Proceed to the next screen](#) to submit the form to the Global Fund

# PR Submits the Form (1/4)

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

English Français Español

Help PR Test Submitter

THE GLOBAL FUND

Home Financial Management

Financial Management > Budget Adjustment > ETH-T-FMOHP06

> Implementation Period

Working Version

Form status: **PR to complete and submit** Escalated approval required: No

Sync **Submit** Download Excel

Budget overview

Total	58.362.193 \$
Approved Funding	58.362.193 \$
C19RM	0 \$
MPOX	0 \$

Source of Funds

Total

Errors

Check data quality

✔ No Errors

8. When all adjustments are made and there are no errors, you are ready to click **Submit**

Revision Overview

BAF Overview

Grant Revisions

Initiate BAF

Edit & Submit BAF

# PR Submits the Form (2/4)

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

English Français Español

Help PR Test Submitter

THE GLOBAL FUND

Home Financial Management

Financial Management > Budget Adjustment > ETH-T-FMOHP06

> Implementation Period

Working Version

Form status: Global Fund to review

Escalated approval required: No

Download Excel

### Budget overview

Total	58.362.193 \$
Approved Funding	58.362.193 \$
C19RM	0 \$
MPOX	0 \$

### Source of Funds

Total

### Errors

No Errors

Year 1	Year 2	Year 3	Total
1-Jul-2024 30-Jun-2025	1-Jul-2025 30-Jun-2026	1-Jul-2026 30-Jun-2027	



### Note!

Upon submission, the form status changes to **Global Fund to review**

Revision Overview

BAF Overview

Grant Revisions

Initiate BAF

Edit & Submit BAF

# PR Submits the Form (3/4)

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

English Français Español

Help PR Test Submitter

THE GLOBAL FUND

Home Financial Management

Financial Management > Budget Adjustment > ETH-T-FMOHP06

Implementation Period

Latest Completed Archives

Form status: Completed (11/12/2024) Escalated approval required: No

Generate Download Excel

Budget overview

Total 58,362,193 \$

Approved Funding 58,362,193 \$

C19RM 0 \$

MPOX 0 \$

Source of Funds

Total

Errors

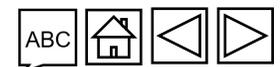
THE GLOBAL FUND

Partner Portal Manual – Revise Grants



### Note!

- Once completed by the Global Fund, the Budget Adjustment Form can be accessed in the **Latest Completed** section
- The Form status changes to **Completed (date of completion)**



Introduction & Access

Revision Overview

BAF Overview

Grant Revisions

Initiate BAF

Edit & Submit BAF

Resources & Support

# PR Submits the Form (4/4)

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

English Français Español

Help PR Test Submitter

THE GLOBAL FUND

Home Financial Management

Financial Management > Budget Adjustment > ETH-T-FMOHP06

> Implementation Period

Latest Completed Archives

Budget Adjustment

Select Budget Adjustment

Complete (16/1/2025)

This completes **BAF Step 2. PR Edits & Submits the Form**

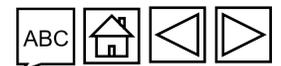


### Note!

Previously completed Budget Adjustment Forms are available in the **Archives** tab

THE GLOBAL FUND

Partner Portal Manual – Revise Grants



Introduction & Access

Revision Overview

BAF Overview

Grant Revisions

Initiate BAF

Edit & Submit BAF

Resources & Support

# RESOURCES & SUPPORT

Technical Support

Additional Resources

List of Acronyms

Introduction  
& Access

Grant  
Revisions

Resources  
& Support

# How to Contact Support

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

 <p>PR</p>	<p><b>Principal Recipients</b></p> <p>Send an email to: <a href="mailto:Country.Support@theglobalfund.org">Country.Support@theglobalfund.org</a></p>
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Country Support is available in English, French and Spanish

# Additional Resources

## Operational Policy & Procedures

- [Operational Policy Manual](#)
- [OPN on Revise Grants](#)
- [Operational Procedures on Revise Grants](#)

## Guidance, Templates & Information Sessions

- [Country Resources – Grant Revisions](#)

## Additional Resources

- [GED Interactive Manual](#)
- [C19RM Guidelines](#)
- [Modular Framework Handbook 2023-2025](#)

# List of Acronyms



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