Grant Entity Data (GED) Process Principal Recipients (PRs)¹

Click here to get started





PRINCIPAL RECIPIENTS own this stage of the GED process



The **GLOBAL FUND** completes these stages of the GED process



VALIDATE

The updated **GED** is reflected in the **Global Fund Partner Portal (GED Module)**

Click here for GED-related resources & materials



WHAT DO PRS NEED TO DO?



Type of Grant Entity Data

!) Action Required

Timelines

Organization Information:

Create New

Organization Information: Update

Banking Information: Create/Update/Deactivate

Contacts with Signatory

Create/Update

Rights⁴:

Contacts with Notice Rights⁴:

Create/Update

Contacts with Partner Portal Access Rights⁴:

Create/Update

Contacts without any Rights⁵:

Create/Update

All Contacts:

Deactivate

PR submits Organization Information Form EN | ES | FR³ & supporting documents to the Country Team via email

the essential GED details & a new PR Organization is created

As soon as new PR has been selected, PR submits

Immediately when changes take place

Creation: at least 30 days before actual GAC date **Update/Deactivate:** immediately when there is a change in PR banking details

PR contact with Access Rights⁶ submits change request to create, update

or deactivate via the Global

Fund

Partner Portal (GED

Module), including supporting documents⁷ (if

applicable)

During Grant-Making:

create/update at least 30 days before actual GAC date

During Grant Implementation:

Immediately create/update when changes take place

Immediately when the contact leaves the organization

¹ Also includes Lead Implementers (LIs): refer to OPN on GED for details

² Note that during the review stage the Global Fund might reject a "change request". The "change request" must then be resubmitted for another full review.

³ Spanish and French versions are courtesy translations only. External stakeholders should complete and submit the English version of this template.

⁴ Information on Signatory Rights, Notice Rights and Partner Portal Access Rights are detailed in the Operational Policy Note (OPN) on Grant Entity Data

⁵ Includes contacts whose rights have been reduced (e.g. removing access rights, signatory rights and or notice rights from contacts) ⁶ The initial PR contact with Access Rights is created by the Global Fund upon receipt of the Organization Information Form during the creation of a new organization

⁷ See OPN Annex 3 on required supporting documents