Grant Entity Data (GED) Process
Local Fund Agents (LFAs)[1]

Click here to get started

The Global Fund Partner Portal

LOCAL FUND AGENTS own this stage of the GED process

SUBMIT

The GLOBAL FUND completes these stages of the GED process

REVIEW[2]

VALIDATE

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

Click here for GED-related resources & materials

WHAT DO LFAs NEED TO DO?

Type of Grant Entity Data	Action Required	Timelines
Organization Information: Create New	LFA submits Organization Information Form EN | ES | FR[3] & supporting documents to the LFA Coordination Team via email	Immediately after the appointment letter for a new LFA organization has been signed by all parties
Organization Information: Update		Immediately when changes take place
Contacts with Signatory Rights[4]: Create/Update	**LFA contact with Access Rights[6] submits change request to create, update or deactivate via the Global Fund Partner Portal (GED Module), including supporting documents[7] (if applicable)**	**During Grant-Making:** create/update 30 days before actual GAC date
Contacts with Notice Rights[4]: Create/Update		
Contacts with Partner Portal Access Rights[4]: Create/Update		**During Grant Implementation:** Immediately update if there are changes
Contacts without any Rights[5]: Create/Update		
All Contacts: Deactivate		Immediately when the contact changes

[1] The LFA Coordination Team will be in contact with LFAs directly regarding access to the Partner Portal.
[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] Upon creation of a new organization, the LFA Coordination team will request details of the initial contact with Access Rights and create in the system accordingly.
[7] See OPN Annex 3 on required supporting documents