# GRANT ENTITY DATA

# Template Letter: Authorizing PR contact(s) as “Submitter(s)” for Global Fund grant deliverables[[1]](#footnote-2)

**Template dated: [November 2021]**

**Instructions:**

This letter is used for the ***designation of new or updates to existing*** authorized persons with “Submitter” rights for Global Fund grant deliverables.

The relevant Coordinating Mechanism (CM), the Principal Recipient (PR) and Lead Implementer (LI), if applicable[[2]](#footnote-3), or Local Fund Agent (LFA), (each an “Entity”), completes this letter (using the official Entity letterhead) ensuring that Section 1 is filled and signed by a duly authorized person. The signed letter must be submitted with an applicable change request in the Global Fund Partner Portal as a mandatory supporting document.

In preparing this letter, please take note of the following **important considerations**:

“Submitter” authority is delegated with respect to specified grants (PRs and LIs) or specified portfolios (LFAs and CMs) and allows a person to (a) download, attach, and complete information through the Global Fund Partner Portal and (b) submit grant deliverables to the Global Fund. The Global Fund recommends that Entities authorize no more than two Submitters per grant (PRs and LIs) or portfolio (LFAs and CMs).

Issuing this letter will confirm that Submitter authorization for the Entity is currently accurately reflected in the GED Module in the Global Fund Partner Portal, including any necessary revocation of authority approved under previous letters.

The [Operational Policy Note on Grant Entity Data (GED)](https://www.theglobalfund.org/media/3266/core_operationalpolicy_manual_en.pdf) defines specific rules and requirements for Grant Entity Data submitted through this template. Before completing the template, please ensure that you have read these requirements carefully and that the Grant Entity Data submitted is compliant with these requirements.

Additional specific instructions are provided in the footnotes in the template letter. Please read them carefully.

Courtesy translations in French and Spanish are available, if needed by the Principal Recipient. However, the original English version must be completed, signed and submitted to the Global Fund.

[Date]

To: The Global Fund to Fight AIDS, Tuberculosis and Malaria

Attn: [Fund Portfolio Manager]

Global Health Campus

Chemin du Pommier 40

1218 Grand-Saconnex, Geneva, Switzerland

Re: [**Country] - [Entity official name] (the “Entity”) Authorizing PR contact(s)   
as “Submitter(s)” for Global Fund grant deliverables[[3]](#footnote-4) [for grants** **in** **[FOR GLOBAL PRS (UN, Multilateral, INGO, IFBO) OPERATING IN MORE THAN ONE COUNTRY, INSERT COUNTRY(IES) AS APPROPRIATE] ]**

Dear [Fund Portfolio Manager]

1. I, acting as an authorized representative of the Entity, hereby confirm that, without prejudice to any appointment, role, responsibilities, rights or powers under any prior letter authorizing “Submitter(s)” for Global Fund grant deliverables and/or Organization Information Form, each person specified in Section 1 below is jointly and severally authorized to represent and act on behalf of the Entity, with respect to the grant(s) specified in Section 1, as a Submitter for Global Fund grant deliverables (including without limitation to submit documents, access, use and send and receive messages); and
2. I hereby:
3. confirm that the Global Fund GED Module in the Global Fund Partner Portal accurately reflects all authorized Submitters for the Entity and applicable grant as of the date of this letter, including any necessary revocation of authority, and confirm that the Entity bares full responsibility for any failure to promptly update current Submitter authorization in the GED Module in the Global Fund Partner Portal;
4. confirm that this letter supersedes any other written agreement or communication between the parties to this letter regarding its subject matter;
5. acknowledge and agree that the Global Fund may at any time require; (a) further evidence of due authorization of my or any other persons’ authority to represent or act on behalf of the Entity; (b) proof of identification for myself or any other person to authenticate the subject matter of this letter; and (c) further evidence supporting any matter referred to in, or in connection with this letter;
6. confirm that I have read, understand and undertake to comply with the [Terms of Use of the Global Fund Partner Portal](https://www.theglobalfund.org/media/10888/fundingmodel_partner-portal_tou_en.pdf), (as maybe amended from time-to-time) (the “Terms of Use”);
7. confirm that I have read, understand and undertake to comply with the [Operational Policy Note and the Operational Procedures on Grant Entity Data](https://www.theglobalfund.org/media/3266/core_operationalpolicy_manual_en.pdf), on the Global Fund website (as maybe amended from time-to-time) (the “GED OPN”);
8. confirm that I have read, understand, and undertake to comply with, the [Global Fund Privacy Statements](https://www.theglobalfund.org/en/legal/privacy-statement/), including the supplemental statement for Global Fund Grant Funding and Management Activities, on the Global Fund website (as maybe amended from time-to-time) (the “Privacy Statements”); and
9. confirm that as applicable to me, I have read understand, and undertake, to comply with, the Global Fund [Code of Conduct for Recipients of Global Fund Resources](https://www.theglobalfund.org/media/6011/corporate_codeofconductforrecipients_policy_en.pdf) on the Global Fund website. (as may be amended from time-to-time) (the “Code of Conduct”).

Yours sincerely

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**Name and Signature*:*** *[to be signed by an authorized representative of the Entity organization who is accountable and duly authorized to provide the submitted information in this letter. Evidence of the authority of the signatory of this letter shall be provided to the Global Fund upon request]*  
**Title:**

**Authorized Contacts with Submitter Rights for Global Fund grant deliverables**

Section 1 Authorized Contact with Submitter rights for Global Fund grant deliverables with respect to the Entity and the following grant(s) [in **[FOR GLOBAL PRS (UN, Multilateral, INGO, IFBO) OPERATING IN MORE THAN ONE COUNTRY, INSERT COUNTRY(IES) AS APPROPRIATE]**]:

***By signing below, the authorized submitter(s) confirm(s) that they have read, understood, and undertake to comply with the following Global Fund documents, as applicable; (i) the*** [***Terms of Use***](https://www.theglobalfund.org/media/10888/fundingmodel_partner-portal_tou_en.pdf)***; (ii) the*** [***GED OPN***](https://www.theglobalfund.org/media/3266/core_operationalpolicy_manual_en.pdf)***; (iii) the*** [***Code of Conduct***](https://www.theglobalfund.org/media/6011/corporate_codeofconductforrecipients_policy_en.pdf)***; and (iv) the*** [***Privacy Statement***](https://www.theglobalfund.org/en/legal/privacy-statement/)***s.***

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| **Dr / Mr / Mrs / Miss / Ms / [Blank]** | **First Name** | **Last Name** | **Official Job Title** | **Email** | **Phone Number** | **Grant name(s)** | **Signature of authorized Submitter** | **Date of signature** |
|  |  |  |  |  |  | [Grant 1]  [Grant 2]  [Grant 3] |  |  |
|  |  |  |  |  |  | [Grant 1] |  |  |
|  |  |  |  |  |  | [Grant 3] |  |  |
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1. Grant “deliverables” are any documents required as part Grant Lifecycle processes including, but not limited to: Funding Request, Grant Making, PR Reporting, Revisions, and Closure. [↑](#footnote-ref-2)
2. LI arrangements are only applicable where a Government implementer (such as the Ministry of Health) is not mandated to sign Grant Agreements per national laws or other reasons. In such cases, the mandated Government entity (such as the Ministry of Finance or Ministry of Foreign Affairs) signs the Grant Agreement as PR with the Government implementer (such as the Ministry of Health) acting as LI. [↑](#footnote-ref-3)
3. Grant “deliverables” are any documents required for submission by the PR to the Global Fund as part Grant Lifecycle processes including, but not limited to: Funding Request, Grant Making, PR Reporting, Revisions, and Closure. [↑](#footnote-ref-4)