WHAT DO PRs NEED TO DO?

1. Organization Information: Create New
2. Organization Information: Update
3. Banking Information: Create/Update/Deactivate
4. Contacts with Signatory Rights: Create/Update
5. Contacts with Notice Rights: Create/Update
7. Contacts without any Rights: Create/Update
8. All Contacts: Deactivate

Action Required:
- PR submits Organization Information Form (EN | ES | FR) & supporting documents to the Country Team via email.
- PR contact with Access Rights submits change request to create, update or deactivate via the Global Fund Partner Portal (GED Module), including supporting documents (if applicable).

Timelines:
- As soon as new PR has been selected, PR submits the essential GED details & a new PR Organization is created.
- 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.
- During Grant-Making: create/update at least 30 days before actual GAC date.
- During Grant Implementation: Immediately create/update when changes take place.

Note:
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.

Click here for GED-related resources & materials

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