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

WHAT DO LFAs NEED TO DO?

LOCAL FUND AGENTS own this stage of the GED process

The GLOBAL FUND completes these stages of the GED process

1. Organization Information:
   - Create New

2. Organization Information:
   - Update

3. Contacts with Signatory Rights¹:
   - Create/Update

4. Contacts with Notice Rights³:
   - Create/Update

5. Contacts with Partner Portal Access Rights³:
   - Create/Update

6. Contacts without any Rights⁴:
   - Create/Update

7. All Contacts:
   - Deactivate

Action Required:

LFA submits Organization Information Form & supporting documents to the LFA Coordination Team via email

Timelines:

- Immediately when changes take place
- Immediately when the contact changes
- Immediately after the appointment letter for a new LFA organization has been signed by all parties
- During Grant-Making: create/update 30 days before actual GAC date
- During Grant Implementation: Immediately update if there are 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 Information on Signatory Rights, Notice Rights and Partner Portal Access Rights are detailed in the Operational Policy Note (OPN) on Grant Entity Data.
⁴ Includes contacts whose rights have been reduced (e.g. removing access rights, signatory rights and or notice rights from contacts)
⁵ 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.
⁶ See OPN Annex 3 on required supporting documents

Click here to get started

Click here for GED-related resources & materials

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