

Operational Procedures

Revise Grants

Approved on: 23 November 2023
Approved by: Executive Grant Management Committee
Process Owner: Grant Portfolio Solutions and Support Department
Associated OPN: OPN on Revise Grants

Process Metrics for Revise Grants

Principal Recipients and Country Teams are expected to meet the following key performance indicators:

- **End-date Revisions:** to be completed maximum **three** calendar months after initiation in the Global Fund systems and one month prior to the current IP end-date.
- **Additional Funding (or Funding Reduction / Transfer) and Programmatic Revisions:** to be completed maximum **three** calendar months after initiation in the Global Fund systems.
- **Administrative Revisions:** to be completed maximum **two** calendar months after initiation in the Global Fund systems or other applicable timelines if combined with other types of grant revision.

Purpose and Overview

1. This document provides procedural guidance on grant revisions (hereinafter referred to as “revisions”) and applies to country and multicountry portfolios and grants. It describes key process outputs, timelines and high-level responsibilities.
2. The table below gives an overview of these Operational Procedures’ content. Depending on the applicable grant revision type, readers can press “Ctrl + click” on the links or on the circles to go to the relevant section or specific paragraph.

Section	Prepare & Submit	Review & Approve	Formalize
1. End-date	●	●	●
2. Additional Funding	●	●	●
3. Programmatic	●	●	●
4. Budget	●	●	●
5. Administrative	●	●	●

[Monitoring & Reporting](#)

Annex 1

[List of Acronyms](#)

A. End-date Revision

An End-date Revision extends the IP end-date (extension) to allow for continued implementation and to avoid program disruptions while addressing operational challenges or completing grant-making. It also covers the rare cases where an IP is shortened such as to allow for joint programming.¹

Outputs	Required or Best Practice		Timeline	Responsibilities
	HI & Core	Focused		
Prepare and Submit the End-date Revision Request				
Grant Revision Request which includes:	R		As soon as the decision to process the End-date Revision is made by the CT.	Prepared and submitted through the Partner Portal by: <ul style="list-style-type: none"> • PR², using templates shared by the CT. • PR ensures that any changes to signatory authorities for the Implementation Letter are submitted per OPN and Procedures on GED.
Grant Revision Request Form A <u>or equivalent</u> ³	R			
Revised Performance Framework	R	R ⁴		
Updated baseline budget ⁵ (Detailed and Summary Budget)	R	R ⁶		
Revised Health Product Management Template (if applicable)	R	Not required		

¹ Reducing the IP as a result of grant closure (i.e., grant consolidation or change in PR) is processed per the [OPN](#) and Operational Procedures [on IP Reconciliation and Grant Closure](#).

² For Focused Aligned model, the revised Performance Framework and Budget are submitted by the CT.

³ Email or other form of written document is also accepted as long as all the information contained in Form A is provided..

⁴ For Focused Aligned models the revised Performance Framework is submitted by the Country Team, therefore not required to be submitted as part of the Grant Revision Request Form A.

⁵ Baseline Budget refers to the latest approved budget formalized through the Grant Confirmation or Implementation Letter.

⁶ For Focused Aligned models the updated baseline budget is submitted by the Country Team, therefore not required to be submitted as part of the Grant Revision Request Form A.

Outputs	Required or Best Practice		Timeline	Responsibilities
	HI & Core	Focused		
CCM-endorsed revision request	R		As soon as the decision to process the End-date Revision is made by the CT.	Reviewed and endorsed by: CCM. Endorsement must be provided by: (i) the CCM Chair and (ii) the civil society representative if the CCM Chair is the representative of the Government, or the representative of the Government if the CCM Chair is the representative of civil society. ⁷
Review and Approve End-date Revision Request				
LFA review and recommendations (if applicable)	BP		Per agreed timelines with the CT.	Prepared by: LFA Reviewed by: CT
CT review and recommendations captured in the Grant Revision Request Form B or equivalent ⁸	R		Following PR submission of revision documents, and LFA submission of recommendations (as applicable).	Prepared by: PO or FPM/FPA (Focused) Reviewed by: <ul style="list-style-type: none"> Finance or PST Specialist (Focused) provides financial inputs including recommendations on the budget and updates the Grant Signing Calculator, if applicable. PHME Specialist provides programmatic inputs including recommendations on the Performance Framework.⁹
<u>Grant Signing Calculator:</u> Not required if extensions are fully funded from	R			

⁷ With respect to endorsement by the CCM Chair, in the absence of the CCM Chair, endorsement by the Vice Chair is acceptable if in line with the CCM's governing documents.

⁸ Email or presentation to GAC is also accepted as long as all the information contained in Form B is provided.

⁹ If the Performance Framework needs revision, any new custom indicators, if added, should be approved by the Monitoring, Evaluation & Country Analysis (MECA) Team Specialist. Once the revised Performance Framework is finalized it should go through the Performance Framework Quality Assurance process set up by MECA team before submission to the relevant approval authorities.

Outputs	Required or Best Practice		Timeline	Responsibilities
	HI & Core	Focused		
uncommitted funds from the current IP.				<ul style="list-style-type: none"> • HPM Specialist provides inputs and recommendations for health products (if applicable). • Access to Funding focal point provides inputs on consistency and completeness, tracks and reports extensions to the GAC and Board. • Core and High Impact portfolios with End-date Revision request requiring GAC or Board approval: Risk Specialist validates that key risks, residual risks and their mitigating actions on a no-objection basis within 48 hours. <p>Approved by:</p> <ul style="list-style-type: none"> • FPM (and DFM¹⁰, if applicable), based on above. • Grant Finance Manager approves Grant Signing Calculator, if applicable.

¹⁰ DFM is currently applicable to Nigeria, Democratic Republic of Congo and India portfolios. The DFM undertakes initial review and recommends to the Senior FPM.

Outputs	Required or Best Practice		Timeline	Responsibilities
	HI & Core	Focused		
<p>End-date Revision request approval</p> <p>The submission for approval includes:</p> <ul style="list-style-type: none"> • Grant Revision Request Form A or alternative document • Grant Revision Request Form B or alternative document • Updated baseline budget • Revised Performance Framework • Revised HPMT (if applicable) • Grant Signing Calculator (if applicable) 	R		<p>Prior to the current Implementation Period end-date.</p> <p>For end date revisions requiring GAC approval or recommendation, GAC review windows communicated by the GAC Secretariat are followed</p>	<p>Approved by: Per defined approval authority in the OPN on Revise Grants.</p> <p><u>For end date revision requests requiring GAC approval or recommendation, an initial review is undertaken by the Pre-GAC.</u></p>

Outputs	Required or Best Practice		Timeline	Responsibilities
	HI & Core	Focused		
Formalize the End-date Revision				
<p>Implementation Letter¹¹ signed including:</p> <ul style="list-style-type: none"> • Amended Grant Confirmation table • Updated baseline budget • Revised Performance Framework 	R	<p>Immediately after approval of the revision request.</p> <p>For End-date Revisions that require Board approval, the Implementation Letter is signed by the first Global Fund signatory as per the Delegations of Signature Authority and sent to and signed by the PR after GAC recommendation, contingent on Board approval (unless otherwise specified by GAC). Provided this is clearly communicated in the Implementation Letter ahead of time The Implementation Letter does not take effect until after Board approval and countersignature of the Implementation Letter by the second Global Fund signatory</p>	<p>Prepared by:</p> <ul style="list-style-type: none"> • PO or FPM/FPA (Focused) <p>Reviewed by:</p> <ul style="list-style-type: none"> • CT Legal Counsel reviews any changes to grant requirements. • Finance or PST Specialist (Focused): Validates updated baseline budget. • PHME Specialist validates the revised Performance Framework. • FPM (and DFM, if applicable) reviews completeness and readiness for signature. <p>Approved and signed by:</p> <ul style="list-style-type: none"> • Secretariat: according to the Delegations of Signature Authority Procedures. PO or FPM/FPA (Focused) share with the PR through GOS. • PR: signs the Implementation Letter and submits through the Partner Portal to the Global Fund 	

¹¹ For IP reductions, a notification letter from the Global Fund is sufficient if issued in accordance with the terms of the Grant Agreement. Please consult with CT Legal Counsel.

Outputs	Required or Best Practice		Timeline	Responsibilities
	HI & Core	Focused		
			per the Delegations of Signature Authority.	
Updated grant purchase order approved and revision registered.		R	Immediately following signature of IL and maximum three calendar months after initiation in the Global Fund systems and one month prior to the current implementation period end-date.	Submitted by: <ul style="list-style-type: none"> • Finance or PST Specialist (Focused) Approved by: <ul style="list-style-type: none"> • Grant Finance Manager Revision Registered by: <ul style="list-style-type: none"> • Grant Operations Officer (Grant Ops Officer)

B. Additional Funding Revision (or Funding Reduction / Transfer)

6. An Additional Funding Revision increases the Grant Funds for the relevant IP to account for new¹² resources made available to the grant, without amending the duration of the IP. Other adjustments to grant funds, including reductions and transfers without amending the duration of the IP are also captured under this revision type.
7. Additional funds can be made available at the aggregate portfolio level because of, among others:
 - a. Permitted restricted financial contributions by private donors, or Debt to Health;
 - b. The Portfolio Optimization process;
 - c. Global Fund emergency response facilities such as the Emergency Fund¹³, the COVID-19 Response Mechanism¹⁴, or any other mechanism to respond to an emerging pandemic.

¹² Resources made available to the grant/PR through the transfer of activities and budgets from another grant/PR are not considered additional funding in that these are existing, previously approved funds that eventually pertain to the grant. Such cases are treated under the funding reduction / transfer revision type.

¹³ See [Guidelines on Emergency Fund](#).

¹⁴ See [C19RM Guidelines](#).

8. Funding reductions or transfers can be triggered by various reasons such as:¹⁵
 - a. Non-compliance with co-financing commitments.¹⁶
 - b. Failure of a PR to refund recoverable amounts;
 - c. Shifting activities and respective budgets from one grant / PR to another grant / PR.¹⁷

9. The procedures defined below only apply to additional funding due to private donor contributions, Debt to Health, the Portfolio Optimization process and funding reductions / transfer scenarios. They do not apply to mechanisms that have separate review and approval process (i.e., [C19RM](#), [Emergency Fund](#) or other [Strategic Initiatives](#) (unless Strategic Initiative funding is being integrated into the allocation grants).

Outputs	Required or Best Practice		Timeline	Responsibilities
	HI & Core	Focused		
Prepare and Submit the Additional Funding (or Funding Reduction / Transfer) Revision Request				
Grant Revision Request which includes:	R		For Additional Funding Revisions triggered by additional pledges and contributions by donors: as soon as the decision to	Prepared and submitted through the Partner Portal by: <ul style="list-style-type: none"> • CT, in consultation with PR and CCM. • PR ensures that any changes to signatory authorities for the Implementation Letter
Grant Revision Request Form A or equivalent ¹⁸	R			

¹⁵ Reductions in funding related to an IP reconciliation or grant closure follows the IP Reconciliation and Grant Closure process.

¹⁶ See [OPN on Co-financing](#).

¹⁷ During a reallocation of activities and accompanying budget between PRs from the same program, the CT must ensure that (i) the PR(s) to whom the activities will be reallocated has) achieved satisfactory past performance and has relevant capacity to perform the activities; (ii) the proposed reallocation is aligned with the program goals and objectives; and (iii) the proposed reallocation is consistent with the TRP recommendations for the program.

¹⁸ Letter, email or other form of written documentation capturing the PR's revision request and CCM endorsement (if applicable) is acceptable.

Outputs	Required or Best Practice		Timeline	Responsibilities
	HI & Core	Focused		
Revised Performance Framework (if applicable)	R	R ¹⁹	process the Additional Funding (or Funding Reduction / Transfer) revision is made by the CT.	are submitted per OPN and Procedures on GED.
Updated baseline budget ²⁰ (Detailed and Summary Budget)	R	R ²¹		
Revised Health Product Management Template (if applicable)	R	Not required	For Additional Funding Revisions triggered by the Portfolio Optimization process: as soon as GAC decision on the award is communicated.	
CCM-endorsed revision request	R		As soon as the decision to process the End-date Revision is made by the CT.	Reviewed and endorsed by: <ul style="list-style-type: none"> • CCM. Endorsement must be provided by: (i) the CCM Chair and (ii) the civil society representative if the CCM Chair is the representative of the Government, or the representative of the Government if the CCM Chair is the representative of civil society.²²
Review and Approve the Additional Funding Revision Request (or Funding Reduction / Transfer)				

¹⁹ For Focused Aligned models the revised Performance Framework is submitted by the Country Team, therefore not required to be submitted as part of the Grant Revision Request Form A.

²⁰ Baseline Budget refers to the latest approved budget formalized through the Grant Confirmation or Implementation Letter.

²¹ For Focused Aligned models the updated baseline budget is submitted by the Country Team, therefore not required to be submitted as part of the Grant Revision Request Form A.

²² With respect to endorsement by the CCM Chair, in the absence of the CCM Chair, endorsement by the Vice Chair is acceptable if in line with the CCM's governing documents.

Outputs	Required or Best Practice		Timeline	Responsibilities
	HI & Core	Focused		
LFA review and recommendations	BP		Per agreed timelines with the CT.	Prepared by: <ul style="list-style-type: none"> LFA Reviewed by: <ul style="list-style-type: none"> CT
CT review and recommendations captured in Grant Revision Request Form B or equivalent ²³	R		Following PR submission of revision documents and LFA submission of recommendations (as applicable).	Prepared by: <ul style="list-style-type: none"> PO or FPM/FPA (Focused) Reviewed by: <ul style="list-style-type: none"> Finance or PST Specialist (Focused) provides financial inputs including recommendations on the budget and updates the Grant Signing Calculator PHME Specialist provides programmatic inputs including recommendations on the Performance Framework.²⁴ HPM Specialist provides inputs and recommendations for health products. Access to Funding focal point provides inputs on consistency and completeness and additional guidance as needed.

²³ Email or presentation to GAC is also accepted as long as all the information contained in Form B is provided.

²⁴ If the revised Performance Framework contains new custom indicators, these should be approved by the Monitoring, Evaluation & Country Analysis (MECA) Team Specialist. Once the revised Performance Framework is finalized, it should go through the Performance Framework Quality assurance process set up by MECA team before submission to the relevant approval authorities.

Outputs	Required or Best Practice		Timeline	Responsibilities
	HI & Core	Focused		
				Approved by: <ul style="list-style-type: none"> FPM (and DFM²⁵, if applicable) based on the above Grant Finance Manager approves Grant Signing Calculator
Additional Funding Revision (or Funding Reduction / Transfer) request approval The submission for approval includes: <ul style="list-style-type: none"> Grant Revision Request Form A or alternative document Grant Revision Request Form B or alternative document Updated baseline budget Revised Performance Framework (if applicable) Revised HPMT (if applicable) Grant Signing Calculator 	R		Immediately, as soon as the CT-validated documents are shared. For end date revisions requiring GAC approval or recommendation, GAC review windows communicated by the GAC Secretariat are followed.	Per defined approval authority in the OPN on Revise Grants . <u>For Additional Funding (or Funding Reduction / Transfer) Revision requests requiring GAC approval or recommendation, an initial review is undertaken by the Pre-GAC.</u>

²⁵ DFM is currently applicable to Nigeria, Democratic Republic of Congo and India portfolios. The DFM undertakes initial review and recommends to the Senior FPM.

Outputs	Required or Best Practice		Timeline	Responsibilities
	HI & Core	Focused		
For the specific requirements applicable to Additional Funding or Funding Reduction Revisions, refer to Annex 2 of the OPN on Revise Grants.				
Formalize the Additional Funding Revision (or Funding Reduction / Transfer)				
<p>For Additional Funding and Funding Reduction / Transfer Revisions not initiated by the Global Fund: Implementation Letter²⁶ including:</p> <ul style="list-style-type: none"> • Amended Grant Confirmation table • Updated baseline budget • Revised Performance Framework (if applicable) 		<p>Immediately after approval of the revision request.</p> <p>For Additional Funding Revisions that require Board approval, the Implementation Letter is signed by the first Global Fund signatory as per the Delegations of Signature Authority and by the PR after GAC recommendation, contingent to Board approval (unless otherwise specified by the GAC), provided this is clearly communicated in the Implementation Letter ahead of time. The Implementation</p>	<p>Prepared by:</p> <ul style="list-style-type: none"> • PO or FPM/FPA (Focused) <p>Reviewed by:</p> <ul style="list-style-type: none"> • CT Legal Counsel reviews any changes to grant requirements. • Finance or PST Specialist (Focused): validates updated baseline budget. • PHME Specialist validates the revised Performance Framework (if targets are being updated). • FPM (and DFM, if applicable) reviews completeness and readiness for signature. <p>Approved and signed by:</p>	

²⁶ For funding reduction / transfer revisions initiated by the Global Fund, the CT consults the CT Legal Counsel on whether a Notification Letter in lieu of Implementation Letter is to be used.

Outputs	Required or Best Practice		Timeline	Responsibilities
	HI & Core	Focused		
			Letter does not take effect until after Board approval and countersignature of the Implementation Letter.	<ul style="list-style-type: none"> Secretariat according to the Delegations of Signature Authority Procedures. PO or FPM/FPA (Focused) share with the PR through GOS. PR: signs the Implementation Letter and submits through the Partner Portal to the Global Fund
Updated grant purchase order approved and revision registered		R	Immediately following signature of IL and maximum three calendar months after initiation in the Global Fund systems.	<p>Submitted by:</p> <ul style="list-style-type: none"> Finance Specialist or PST Specialist (Focused) <p>Approved by:</p> <ul style="list-style-type: none"> Grant Finance Manager. <p>Registered by:</p> <ul style="list-style-type: none"> Grant Ops Officer

C. Programmatic Revision

- A programmatic revision (formerly referred to as a “reprogramming”) refers to changes to the scope and/or scale of a program within already approved funding ceiling and current IP resulting in changes to the modules, interventions and/or targets captured in the Performance Framework. A programmatic revision may also be accompanied by a change to the budget.

Outputs	Required or Best Practice		Timeline	Responsibilities
	HI & Core	Focused		
Prepare and Submit the Programmatic Revision Request				
Grant Revision Request which includes:	R		As soon as the decision to process the programmatic revision is made by the CT.	Prepared and submitted through the Partner Portal by: <ul style="list-style-type: none"> • PR²⁷, using templates shared by the CT • PR ensures that any changes to signatory authorities for the Implementation Letter are submitted in GED as per OPN and Procedures on GED.
Grant Revision Request Form A or equivalent ²⁸	R			
Revised Performance Framework	R	R ²⁹		
Revised Health Product Management Template (if applicable)	R	Not required		
CCM-endorsed revision request	R		As soon as the decision to process the End-date Revision is made by the CT.	Reviewed and endorsed by: <ul style="list-style-type: none"> • CCM. Endorsement must be provided by: (i) the CCM Chair and (ii) the civil society representative if the CCM Chair is the representative of the Government, or the representative of the Government if the CCM Chair is the representative of civil society.³⁰

²⁷ For Focused Aligned model, the revised Performance Framework and Budget are submitted by the CT.

²⁸ Letter, email or other form of written documentation capturing the PR's revision request and endorsement is acceptable.

²⁹ For Focused Aligned models the revised Performance Framework is submitted by the Country Team, therefore not required to be submitted as part of the Grant Revision Request Form A.

³⁰ With respect to endorsement by the CCM Chair, in the absence of the CCM Chair, endorsement by the Vice Chair is acceptable if in line with the CCM's governing documents.

Outputs	Required or Best Practice		Timeline	Responsibilities
	HI & Core	Focused		
Review and Approve the Programmatic Revision Request				
LFA review and recommendations (if applicable)	BP		Per agreed timelines with the CT.	Prepared by: LFA Reviewed by: CT
CT review and recommendations captured in the Grant Revision Request Form B <u>or equivalent</u> ³¹	R		Following PR submission of revision documents, and LFA submission of recommendations (as applicable).	Prepared by: PO or FPM/FPA (Focused) Reviewed by: <ul style="list-style-type: none"> PHME Specialist provides programmatic inputs including recommendations on the Performance Framework.³² PHME Specialist consults TAP advisors for the following cases: <ul style="list-style-type: none"> Adding or deleting modules or interventions in the Performance Framework Increasing or decreasing targets for existing indicators and adding missing targets in the Performance Framework Including activities into the grant that are reviewed and prioritized in the UQD register³³

³¹ Email or presentation to GAC is also accepted as long as all the information contained in Form B is provided.

³² If the revised Performance Framework contains new custom indicators, the Performance Framework is sent to the Monitoring, Evaluation & Country Analysis (MECA) Team Specialist for validation before submission to the relevant approval authorities. The new custom indicators are approved by the Monitoring, Evaluation & Country Analysis (MECA) Team Specialist. Once the revised Performance Framework is finalized, it undergoes the Performance Framework Quality Assurance process set up by MECA team before submission to the relevant approval authorities.

³³ See [OPN on Design and Approve Funding Requests](#).

Outputs	Required or Best Practice		Timeline	Responsibilities
	HI & Core	Focused		
				<p>Beyond the above situations, CTs are encouraged to engage with TAP advisors in line with the size or materiality of the revisions' implications for HIV, TB, Malaria and RSSH interventions financed by the Global Fund:</p> <ul style="list-style-type: none"> • HPM Specialist provides inputs and recommendations for major changes to health products, such as the introduction or removal of a health product in an existing cost category in grant documents, or introduction of a new health product and / or a new health product cost category in grant documents. HPM Specialist consults TAP advisors in the following cases: making changes related to new product introductions and regimen changes. • For programmatic revision requests that require TRP review in High Impact or Core portfolios requiring GAC approval: <ul style="list-style-type: none"> ○ TAP advisor reviews the revision request and provides recommendation. ○ Risk Specialist validates key risks, residual risks and mitigating actions on a no-objection basis within 48 hours. <p>Approved by: FPM (and DFM, if applicable) based on the above.</p>

Outputs	Required or Best Practice		Timeline	Responsibilities
	HI & Core	Focused		
TRP review and recommendation, if applicable	R	Not required ³⁴	Within 8 working days from sharing the complete package with A2F.	<p>Prepared by: CT with input from A2F on consistency and completeness. A2F submit review request to TRP, which includes the following:</p> <ul style="list-style-type: none"> • Grant Revision Request Form A³⁵ • Grant Revision Request Form B³⁶ • Latest approved Performance Framework and budget • Revised Performance Framework • Revised HPM Template (if health products are being updated) <p>Review by: TRP</p>
<p>Programmatic revision request approval</p> <p>The submission for approval includes:</p> <ul style="list-style-type: none"> • Grant Revision Request Form A or alternative document. 	R		<p>Immediately, as soon as the CT-validated documents are shared.</p> <p>For programmatic revisions requiring GAC approval or recommendation, GAC review</p>	<p>Per defined³⁷ approval authority in the <u>OPN on Revise Grants</u>, based on the above.</p> <p><u>For Programmatic Revision requests requiring GAC approval or recommendation, an initial review is undertaken by the Pre-GAC.</u></p>

³⁴ Regional Manager or Department Head (for High Impact Departments) to decide if TRP technical inputs are needed.

³⁵ Email or other form of written document is also accepted as long as all the information contained in Form A is provided.

³⁶ Otherwise, email or presentation to GAC is also accepted as long as all the information contained in Form B is provided.

³⁷ If the Programmatic Revision is triggered by foreign exchange gains (after providing for the required contingency reserve), in addition to the approval authority defined above, please follow process defined in the section 3.4 of the Global Fund [Grant Funding Principles and Budgeting Guidelines](#).

Outputs	Required or Best Practice		Timeline	Responsibilities
	HI & Core	Focused		
<ul style="list-style-type: none"> Grant Revision Request Form B or alternative document. TRP recommendations as applicable. Revised Performance Framework. Revised HPMT as applicable. 			windows communicated by the GAC Secretariat are followed	
Formalize the Programmatic Revision				
<p>Notification email (if applicable): For Programmatic Revisions that involve changes to targets (increasing or decreasing) and adding missing targets to the PF.</p>	R		Immediately after approval of the revision request. Changes are later formalized through an Implementation Letter.	Prepared by: <ul style="list-style-type: none"> PO or FPM/FPA (Focused) Signed by: <ul style="list-style-type: none"> FPM Acknowledged by: <ul style="list-style-type: none"> PR
<p>Implementation Letter including:</p> <ul style="list-style-type: none"> Revised Performance Framework. 	R		Immediately after approval of the revision request.	Prepared by: PO or FPM/FPA (Focused) Reviewed by: <ul style="list-style-type: none"> CT Legal Counsel reviews any changes to grant requirements.

Outputs	Required or Best Practice		Timeline	Responsibilities
	HI & Core	Focused		
<ul style="list-style-type: none"> Revised HPMT as applicable. 				<ul style="list-style-type: none"> PHME Specialist validates the revised Performance Framework. FPM (and DFM, if applicable) reviews completeness and readiness for signature. <p>Approved and signed by:</p> <ul style="list-style-type: none"> Secretariat according to the Delegations of Signature Authority Procedures. PO or FPM/FPA (Focused) share with the PR through GOS. PR: signs the Implementation Letter and submits through the Partner Portal to the Global Fund
Revision Registered		R	Immediately following signature of IL and maximum three calendar months after initiation in the Global Fund systems.	Registered by: Grant Ops Officer.

D. Budget Revision

10. Budget Revisions are a type of grant revision and refer to the reallocation of approved Grant Funds across modules, interventions or cost categories. They do not involve changes to the approved Grant funding ceiling, the duration for the relevant IP, or the Performance Framework.

11. For non-material Budget Revision, the PR follows its own budget review and approval process and maintains an audit trail for review by the Global Fund (see section 2.5.2 of the Global Fund [Guidelines for Grant Budgeting](#)). The Implementation Letter is not required.

12. The procedures defined below apply to material Budget Revisions and other Budget Revisions requiring Global Fund’s approval.

Outputs	Required or Best practice		Timeline	Responsibilities
	High Impact and Core	Focused		
Prepare and Submit the Material Budget Revision Request (as applicable)				
The material Budget Revision request to be approved by the Global Fund	R		Following agreement between PR and CT to process a Budget Revision.	Prepared by: <ul style="list-style-type: none"> PR, using templates shared by the CT as applicable. Reviewed: <ul style="list-style-type: none"> CCM. PRs are expected to inform the CCM of material Budget Revisions prior to submitting them for approval. This can be done through a letter, email or other form of written communication.
Grant Revision Request Form A	Not required			
Review and Approve the Material Budget Revision Request				
LFA review and recommendations on the material Budget Revision request (if applicable).	BP		Per agreed timelines with the CT.	Prepared by: <ul style="list-style-type: none"> LFA Reviewed by: <ul style="list-style-type: none"> CT
CT review and decision on the material Budget Revision request.	R		Following PR submission of revision documents,	

Outputs	Required or Best practice		Timeline	Responsibilities
	High Impact and Core	Focused		
Grant Revision Request Form B	Not required		and LFA submission of recommendations (as applicable).	Reviewed and approved ³⁸ by: <ul style="list-style-type: none"> • Finance or PST Specialist (Focused) • FPM (and DFM, if applicable) • GFM The PR is responsible for properly documenting and maintaining their internal approval and the Global Fund written approval for audit purposes.
Formalize the Material Budget Revision³⁹				
Implementation Letter.	Not required			PRs follow their own internal organizational budget review and approval process. Refer to the Grant Funding Principles and Budgeting Guidelines .

³⁸ If the Budget Revision is triggered by foreign exchange gains (after providing for the required contingency reserve), in addition to the approval authority defined above, please follow process defined in the section 2.4 of the Global Fund [Grant Funding Principles and Budgeting Guidelines](#).

³⁹ For material and non-material Budget Revision, no Implementation Letter is required.

E. Administrative Revision

13. An administrative revision captures adjustments that are purely of administrative nature or require specific modifications to Grant Entity Data contained in a Grant Agreement and/or grant requirements.

Outputs	Required or Best Practice		Timeline	Responsibilities
	High Impact and Core	Focused		
Prepare and Submit the Administrative Revision Request				
Administrative revision request	R		Anytime during grant implementation.	Prepared and submitted through the Partner Portal by: <ul style="list-style-type: none"> CT or PR, using templates shared by the CT. PR ensures that any changes to signatory authorities for the Implementation Letter are submitted per OPN and Procedures on GED.
Email with relevant required supporting documents.	R			
Grant Revision Request Form A	Not required			
Review and Approve the Administrative Revision Request				
LFA review and recommendations (if applicable).	BP		Per agreed timelines with the CT.	Prepared by: <ul style="list-style-type: none"> LFA Reviewed by: <ul style="list-style-type: none"> CT

Outputs	Required or Best Practice		Timeline	Responsibilities
	High Impact and Core	Focused		
CT review and recommendations on the administrative revision request:	R		Immediately, as soon as the revisions documents have been amended by the PR.	<p>Prepared by:</p> <ul style="list-style-type: none"> PO or FPM/FPA (Focused) with inputs from CT members. <p>Reviewed by:</p> <ul style="list-style-type: none"> Changes to Grant Entity Data.⁴⁰ Administrative changes to the Performance Framework: PHME Specialist reviews. Changes to grant requirements: CT Legal Counsel reviews. Administrative adjustments to grant amount: Finance or PST Specialist (Focused) reviews and updates Grant Signing Calculator, if applicable. <p>Approved by:</p> <ul style="list-style-type: none"> FPM (and DFM, if applicable), based on recommendations from CT members. Grant Finance Manager approves Grant Signing Calculator, if applicable.⁴¹
For changes to Grant Entity Data: refer to the OPN and Operational Procedures on GED for more detailed information	R			
For administrative changes to the Performance Framework: revised Performance Framework.	R			
For changes to grant requirements captured in the Grant Agreement: amended grant requirement.	R			

⁴⁰ Refer to the [OPN and Operational Procedures on GED](#) for more detailed information.

⁴¹ Only applicable to Administrative Revisions triggered by administrative changes to the Grant Amount.

Outputs	Required or Best Practice		Timeline	Responsibilities
	High Impact and Core	Focused		
Administrative adjustments to grant amount: Financial Closure Report validated by the CT and the Finance or PST Specialist (Focused).	R			
Formalize the Administrative Revision				
Notification email (if applicable): for administrative revisions that involve administrative changes to the Performance Framework	R		Immediately after approval of the request. Changes are later formalized through an Implementation Letter.	Prepared by: <ul style="list-style-type: none"> PO or FPM/FPA (Focused) Signed by: <ul style="list-style-type: none"> FPM Acknowledged by: <ul style="list-style-type: none"> PR
<p>Implementation Letter including the applicable revised document, depending on the type of administrative revision.</p> <p>The CT consults with their CT Legal Counsel on the need to issue an Implementation Letter for an administrative revision.</p>	R		In cases where the changes need to be reflected promptly in the Grant Agreement , such as changes to existing grant requirements or introduction of new ones, an Implementation Letter is required to be issued immediately . For most administrative revisions, the changes do	Prepared by: <ul style="list-style-type: none"> PO or FPM/FPA (Focused) Reviewed by: <ul style="list-style-type: none"> CT Legal Counsel reviews any changes to grant requirements and introduction of new ones, as applicable Approved and signed by: <ul style="list-style-type: none"> Secretariat according to the Delegations of Signature Authority Procedures. PO or FPM/FPA (Focused) share with the PR through GOS.

Outputs	Required or Best Practice		Timeline	Responsibilities
	High Impact and Core	Focused		
			<p>not need to be reflected immediately in the Grant Agreement. Unless the proposed change must take effect within a particular timeframe (e.g., owing to PU/DR reporting and/or application of a particular grant requirement), it is recommended that the CT waits until an Implementation Letter is required for another type of grant revision and then the administrative revision can be included in that Implementation Letter.</p>	<ul style="list-style-type: none"> PR: signs the Implementation Letter and submits through the Partner Portal to the Global Fund
<p>Updated grant purchase order approved (as applicable)⁴² and revision registration.</p>			<p>Maximum two calendar months after initiation in the Global Fund systems or other applicable timelines if combined with other types of grant revision.</p>	<p>Submitted by: Finance or PST Specialist (Focused)</p> <p>Approved by: Grant Finance Manager</p> <p>Registered by: Grant Ops Officer registers revision.</p>

⁴² For Administrative Revisions triggered by changes to the grant amount only.

F. Monitoring and Reporting

14. The operational monitoring and reporting activities are led by the Grant Portfolio Solutions and Support Department, in coordination with subprocess owners. The following data points are monitored:
 - a. Number of revisions initiated, cancelled / completed and associated duration timelines.
 - b. Types of revisions and associated duration timelines.
 - c. Submission and import of Detailed Budget and Performance Framework.
 - d. Grant Confirmation table generation, Implementation Letter process: from submission to final signature.
 - e. Process completion status, including pending registrations to GAC.
 - f. Long outstanding revisions.

15. In addition, the Access to Funding Department tracks and reports End-date Revisions approved by the Global Fund Secretariat to the Board.

Key Operational Policies:

- [OPN on Revise Grants](#)
- [Guidelines for Grant Budgeting.](#)
- [Delegations of Signature Authority Procedures](#)

Annex 1: Acronyms

A2F: Access to Funding Department

CT: CT (comprises: FPM; Disease Fund Manager, if applicable; State Fund Manager, if applicable; PO; FPA; Finance/PST Specialist, PHME Specialist, HPM Specialist, Legal Counsel)

DH: Department Head for High Impact Portfolios

DFM: Disease Fund Manager

EGMC: Executive Grant Management Committee

FPA: Fund Portfolio Assistant (High Impact & Core) (including Senior FPA) and Fund Portfolio Analyst (Focused)

FPM: Fund Portfolio Manager

GAC: Grant Approvals Committee

GFM: Grant Finance Manager

GMD: Grant Management Division

GPS: Grant Portfolio Support & Solutions

GOS: Grant Operating System

HPMT: Health Products Management Template

IP: Implementation Period

LFA: Local Fund Agent

M&E: Monitoring & Evaluation

OP: Operational Procedures

OPN: Operational Policy Note

PAAR: Prioritized Above Allocation Request

PHME: Public Health and Monitoring and Evaluation

PO: Program Officer for High Impact & Core Portfolios (including Senior PO)

PPM: Pooled Procurement Mechanism

PR: Principal Recipient

PST: Portfolio Services Team of Program Finance

RCM: Regional Coordinating Mechanism

RM: Regional Manager

RO: Regional Organization

SFPM: Senior Fund Portfolio Manager

SO: Supply Operations

SR: Sub-recipient

TAP: Technical Advice and Partnerships Department

TRP: Technical Review Panel