

Grant Entity Data: Change Request Instructions

Grant Entity Data (GED) consists of organization and contact information required from Grant Entities, namely PRs, LFAs, CCMs and third-party organizations to process key grant life cycle activities and achieve business milestones in a timely and quality manner.

Up-to-date GED is essential to complete grant deliverables through the Global Fund Portal

It is critical that GED is updated immediately when organization or contact information changes, to allow for successful completion of grant deliverables. This is particularly important for changes related to 'Submitter' and 'Editor' rights, signatory names and organizations' names and addresses, and banking information. GED is updated through a Change Request prepared by the PR, LFA or CCM, and submitted through the Portal, which is reviewed and validated by the Global Fund (fig.1).

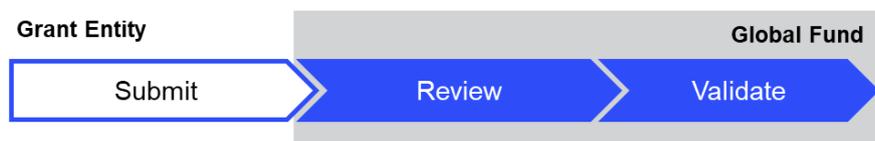
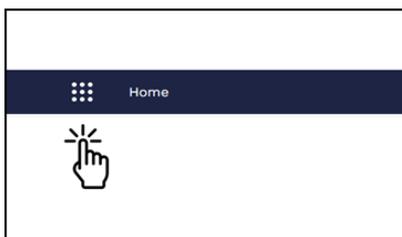


Figure 1. A Change Request must be reviewed and validated before it is complete.

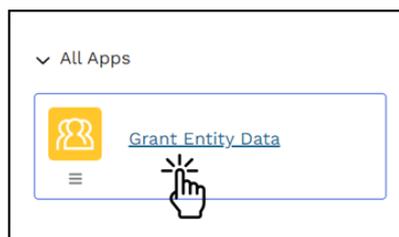
How to raise a Change Request

The Grant Entity contact with access rights submits the Change Request to create, update or deactivate an organization/contact through the GED Module in the [Global Fund Partner Portal](#). All required supporting documents must be attached to the request (see [OPN on GED](#)); an incomplete request will trigger a re-submission process.

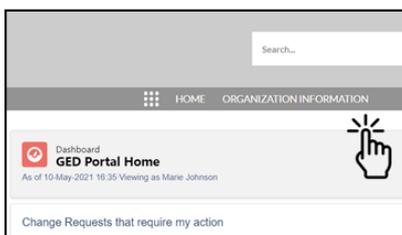
How to access the Grant Entity Data module in the Partner Portal



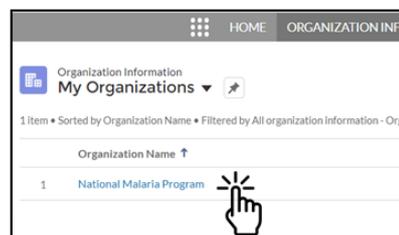
1. Click on the icon at the top left of the page (App Launcher)



2. Click **Grant Entity Data**



3. On the landing page, click **Organization Information**



4. Select the organization you want to update

How to update a contact (PR example*)

1. Click **Update Contact** (top right).
2. Select contact to update & click **Next**.
3. Update the information & click **Next**.
4. Select the grant you wish to edit.
5. Update the relevant information. If you selected 'Access to Grant Deliverables Portal', choose whether the new contact is an **Editor** or **Submitter**. Click **Update/Save**, then click **Next**.
6. If the contact requires access to the Partner Portal, enter a mobile number, then click **Next**.
7. If requesting Submitter rights, attach the **signed authorization letter** and click **Next**.
8. If the contact is not a duplicate, click **Next**.
9. The request is submitted. You can see more details by clicking on the blue link.

* Refer to the [GED Interactive Guide](#) for step-by-step guidance on other Change Requests and/or Grant Entities.