

AGENCY(/EN/CERF/A

CERF

CERF

COUNTRY

> Agency(/en/cerf/agency) > Project Letter

## Project Letter

[Download this Page\(/page/print/pdf/node/1618\)](#)

During the project recommendation process, a project email and letter (i.e., the rejection or approval letter) have been generated. The project email will be sent to the Agency by the CERF Programme Assistant after the project recommendation is approved by the ERC/OUSG. It is a project level task, and a project email should be sent regarding each project proposal of an allocation.

The project email informs the Agency of CERF's decision regarding its project proposal. It can be a rejection or approval email. If the project proposal is approved, the email will contain the project letter, the project document (i.e., a PDF document of the full project proposal), the project's implementation period, and information on and the deadline of the narrative and financial reports.

The project letter attached to the email states CERF's final decision on the project proposal. If the project is approved the total amount granted by CERF will be indicated. In that case, the Agency needs to counter sign and send the project letter back either via email, by uploading it on the OneGMS or both. If the Agency did not upload the project letter on the OneGMS, the CERF Finance Assistant will upload it on the system. Only after the letter is uploaded and verified will CERF Finance be able to trigger the disbursement.

However, if the project proposal was rejected, no further action is required after the Programme Assistant sends the project letter to the Agency.

You can see on the left side menu of this help portal all the steps pertaining to your user role and click on a link to open the dedicated article. You can also watch our tutorial video below that explains the entire project letter process.

## CBPF GRANT MANAGEMENT SYSTEM (GMS)



OCHA



THE PROJECT LETTER (User Role: All)

CERF

# CBPF GRANT MANAGEMENT SYSTEM (GMS)