

AGENCY(/EN/CERF/A

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COUNTRY

> Agency(/en/cerf/agency) > Fill in the Project Revision

Fill in the Project Revision

[Download this Page\(/page/print/pdf/node/1862\)](#)

- [1. Revision of the *Overview Tab*](#)(#Revision of the Overview Tab).
 - [2. Revision of the *Logframe Tab*](#)(#Revision of the Logframe Tab).
 - [3. Revision of the *Work Plan Tab*](#)(#Revision of the Work Plan Tab).
 - [4. Revision of the *Budget Tab*](#)(#Revision of the Budget Tab).
 - [5. Revision of the *Programming Tab*](#)(#Revision of the Programming Tab).
 - [6. Revision of the *Cash Tab*](#)(#Revision of the Cash Tab).
 - [7. Revision of the *Implementation Tab*](#)(#Revision of the Implementation Tab).
 - [8. Revision of the *Subgrants Tab*](#)(#Revision of the Subgrants Tab).
 - [9. Revision of the *Locations Tab*](#)(#Revision of the Locations Tab).
-

CBPF GRANT MANAGEMENT SYSTEM (GMS)

After clicking on the *Project Revision* link from their homepage, Agency Focal Points will land on the multi-tabbed *Project Revision* template.

Tabs which correspond to the *Revision Request* will be to the left, and tabs which correspond to the *Project Revision*, will appear to the right.

The new tabs will be marked with a red line. These pages may require Agency Focal Point revision action, or may require Agency Focal Points to review, and confirm the information.

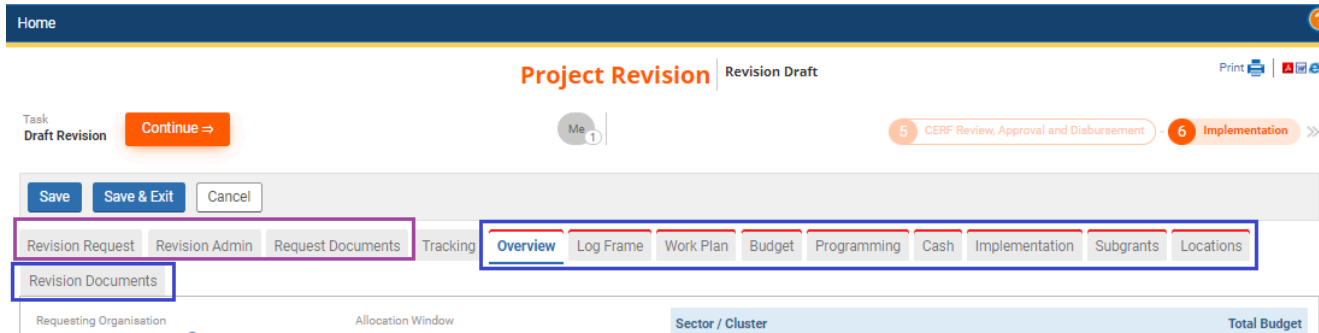
Clicking on a tab will open the page.

When all necessary information is entered on a page, or the information on the page is reviewed and confirmed, the page may be saved.

Upon saving, the red line will no longer appear on the tab, and the tab will be clear for submission. All red lines on tabs must be cleared for a *Project Revision* to be valid for submission.

Within any page, any field indicated with a red asterisk requires the Agency Focal Point to have responded to that field before the page will clear for submission.

CBPF GRANT MANAGEMENT SYSTEM (GMS)



Throughout the revision process, Agency Focal Points, Country Focal Points, and CERF Secretariat reviewers can compare the original version of the project with the proposed modifications by clicking on the button **[Show Current Version]**.

This feature ensures a clear, simultaneous view of the proposed changes with the existing project terms as they proceed with the *Project Revision*.

For narrative fields, when the button is clicked, the existing text will appear above the new text fields.

For some pages like the *Overview* page, a popup will appear with the text of the original *Overview* page.

CBPF GRANT MANAGEMENT SYSTEM (GMS)

You may revise the information from this tab. Please note that the revised data will only overwrite the current project data on the GMS after the revision is approved by OCHA. [Need Help?](#)

12. Localization

12.1 Localization *

How have aspects of localization been considered in the design of this project?

(Notional: Simulation for training, reference and demonstration purposes)

B I U A ≡ +

(Notional: Simulation for training, reference and demonstration purposes)

Character Count: 73 / 1000

Hide Current Version

1. Revision of the Overview Tab

The *Overview* tab allows Agency Focal Points to request a number of changes, including extending a project’s duration (as is the case with *No Cost Extensions*), amending the *Project Title*, amending the *Project Summary*, linking the project to an HRP, amending the total funds required for the Organization’s response in the Funding Summary, and adding or deleting Agency Focal Points.

The sections are numbered, and the fields for revision are further broken down.




1. Project Overview

CBPF GRANT MANAGEMENT SYSTEM (GMS)

1. Project Overview

1.1 Allocation Window	Rapid Response(RR) Allocation
1.2 Fund Project Code	CERF-AZE-24-RR-JNT-32057 <small>Enter your organization's revised code for this project.</small>
1.3 External/Organization's Project Code (if any) ⓘ	Revision possible
1.4 Organization Sequence ⓘ	3 ⓘ
1.5 Project Title * ⓘ	Revised Project Title for demonstration/reference purposes
1.6 Project Summary * ⓘ	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #f0f0f0; padding: 2px; border-bottom: 1px solid #ccc;"> B I U ↻ ☰ ☰ ☰ </div> <p style="font-size: 0.8em; margin-top: 5px;">Notional revised text of Project Summary for demonstration/reference purposes</p> </div>

1. Project Overview

1.7 Actual Start date / Actual End Date (NCE) *	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Project Start Date</td> <td style="text-align: right;">26 Jul 2024</td> <td style="width: 30%;">Current Project Completion Date</td> <td style="text-align: right;">25 Jan 2025</td> </tr> <tr> <td></td> <td></td> <td>Requested New completion Date</td> <td style="text-align: right;">25 Mar 2025 </td> </tr> </table>	Project Start Date	26 Jul 2024	Current Project Completion Date	25 Jan 2025			Requested New completion Date	25 Mar 2025 
Project Start Date	26 Jul 2024	Current Project Completion Date	25 Jan 2025						
		Requested New completion Date	25 Mar 2025 						
1.8 Project Duration	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Current Duration ⓘ</td> <td style="text-align: right;">6 months</td> </tr> <tr> <td>Updated Project Duration ⓘ</td> <td style="text-align: right;">8 Months</td> </tr> </table>	Current Duration ⓘ	6 months	Updated Project Duration ⓘ	8 Months				
Current Duration ⓘ	6 months								
Updated Project Duration ⓘ	8 Months								

Comments for Revision Project Overview

CBPF GRANT MANAGEMENT SYSTEM (GMS)

1.9 Emergency Type

Emergency Types	Budget Percentage	Action
Climate / natural disaster - Drought	100%	

1.10 HRP Project Code(s) ⊕

+ Link HRP Project

Sr No.	HRP Project Code <small>(Comma separated clusters)</small>	HRP Project Requirements	HRP Project Funding	Percentage	Targeted Funding	Targeted CBPF Sector/Cluster <small>(Project Budget by Sector/Cluster)</small>	Funds not linked	Action
No data available in table								

Showing 0 to 0 of 0 entries

Save
Save & Exit
Cancel

Fields for revision:

- **1.3 External/Organization's Project Code (if any)** - The Agency Focal Point may opt to revise the existing Agency project code.
- **1.5 Project Title** - The Agency Focal Point may opt to revise the existing Agency project title
- **1.6 Project Summary** - The Agency Focal Point may opt to revise the existing *Project Summary*
- **1.7 Actual Start date/ Actual End Date (NCE)** - By clicking in the text box marked *Requested New completion date*, a popup calendar will appear, allowing the Agency Focal Point to select a new date for project completion. When the date is chosen, the new requested date displays below the current approved project completion date.
- **1.8. Project Duration** - The revised duration will automatically populate here as the *Updated Project Duration*, below the current approved duration to align with the requested new completion date in 1.7.
- **1.10 HRP Project Code(s)** - The Agency Focal Point may click the button [+ Link HRP Project] to link a Humanitarian Response Plan.

2. Funding Summary

CBPF GRANT MANAGEMENT SYSTEM (GMS)

2. Funding Summary	
2.1 Total Funds Required for Organization's Response * ⓘ	3,000,000.00
2.2 Funds Received for Organization's Response ⓘ	0.00 (0.00%)
2.3 Total Funds Requested from CERF for this Proposal	1,070,000.00 (35.67%)

Fields for revision:

- **2.1 Total Funds Required for Organization's Response *** - This field, which expresses the total funding required for Agency's response, may be amended by clicking in the text field and entering the new amount required for project response.
This new amount must be greater than the sum of the two other fields.
- **2.2 Funds Received for the Organization's Response** – The amount expressed in this field may be amended to reflect new funding received by the Agency towards the Agency's response from non-CERF funding.
- **2.3 Total Funds Requested from CERF for this Proposal** - This amount may not be amended in this sub-section, but changes can be made on the Budget tab that will reflect a new amount in this field.

3. Organization Focal Points

3.1 Organization Focal Point Contact Details *

Within the sub-section, the Agency Focal Point may delete the current focal point, by clicking on the *delete* icon (🗑️) by the contact email.

CBPF GRANT MANAGEMENT SYSTEM (GMS)

3. Organization Focal Points

3.1 Organization Focal Point Contact Details*

[+ Add New Focal Point](#)

Contact Name	Contact Email	Action
Notional Name	notional@email	✖

Save Save & Exit Cancel

When clicked, a popup will appear prompting the Agency Focal Point for confirmation of whether they would like to delete the current focal point.

After confirmation but before saving, the action may be undone by clicking the 'undo' icon (↶) in the *Action* column.

3. Organization Focal Points

3.1 Organization Focal Point Contact Details*

[+ Add New Focal Point](#)

Contact Name	Contact Email	Action
Notional Name	notional@email	↶

To add a new focal point, the Agency Focal Point may click the **[+ Add New Focal Point]** button.

For the steps on adding a new focal point, please follow the guidance steps [here\(https://gms.unocha.org/en/cerf/contact-management-0#11\)%C2%A0%C2%A0Add%20a%20new%20contact](https://gms.unocha.org/en/cerf/contact-management-0#11)%C2%A0%C2%A0Add%20a%20new%20contact)).

2. Revision of the Logframe Tab

When revising the *Logframe*, the Agency Focal Point can perform the following:

CBPF GRANT MANAGEMENT SYSTEM (GMS)

- Edit the project objective.
- Add a new cluster and HRP objective, but not edit the initial one(s).
- Add and edit new outcomes, outcome indicators, outputs, output indicators and activities.
- Deactivate an outcome, output, indicator and activity.

When new information is added in the *Logframe*, the new key components of the logical framework

CBPF GRANT MANAGEMENT SYSTEM (GMS)

appear in a green field below the existing components of the logical framework.

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5. Logical Framework Per Sector

Water, Sanitation and Hygiene

Water, Sanitation and Hygiene

[+ Add Outcome](#)

Outcome 1	z	✎	+ Add Outcome Indicator
Outcome Indicator 1.1 (Standard)	(Global) WS.19 - Percentage of households that can demonstrate effective treatment of their water to meet the recognized standards for water quality Target: 100 Unit: Percentage	✎	

[+ Add Output](#)

Output 1.1 z [✎](#) [+ Add Indicator](#) [+ Add Activity](#)

Output 1.1 - Indicators

Code	Indicator	Total Target	Action										
Indicator 1.1.1 (Standard)	(Global) WS.15 - Number of communal water points (e.g. wells, boreholes, water taps stands, systems) constructed and/or rehabilitated	200	✎										
	<table border="1"> <thead> <tr> <th>Women (≥ 18)</th> <th>Girls (< 18)</th> <th>Men (≥ 18)</th> <th>Boys (< 18)</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td>200</td> </tr> </tbody> </table>	Women (≥ 18)	Girls (< 18)	Men (≥ 18)	Boys (< 18)	Total					200		
Women (≥ 18)	Girls (< 18)	Men (≥ 18)	Boys (< 18)	Total									
				200									

Output 1.1 - Activities

Activity 1.1.1 z [✎](#) [✎](#)

Outcome 2 New notional Outcome added at Project Revision [✎](#) [✖](#) [+ Add Outcome Indicator](#)

Outcome Indicator 2.1 (Custom)	Target: 100 Unit: Percentage	✎ ✖	
--	--	-------------------------------------	--

[+ Add Output](#)

Output 2.1 New notional Output, added at Project Revision [✎](#) [✖](#) [+ Add Indicator](#) [+ Add Activity](#)

Output 2.1 - Indicators

Code	Indicator	Total Target	Actions										
Indicator 2.1.1 (Custom)	New notional Output Indicator, added at Project Revision	10000	✎ ✖										
	<table border="1"> <thead> <tr> <th>Women (≥ 18)</th> <th>Girls (< 18)</th> <th>Men (≥ 18)</th> <th>Boys (< 18)</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>10,000</td> </tr> </tbody> </table>	Women (≥ 18)	Girls (< 18)	Men (≥ 18)	Boys (< 18)	Total	0	0	0	0	10,000		
Women (≥ 18)	Girls (< 18)	Men (≥ 18)	Boys (< 18)	Total									
0	0	0	0	10,000									

Output 2.1 - Activities

Activity 2.1.1 New notional Output Activity, added at Project Revision [✎](#) [✖](#)

CBPF GRANT MANAGEMENT SYSTEM (GMS)


OneGMS Focus: How to deactivate an existing outcome/output/indicator/activity during a project revision

The system does not authorize Agency Focal Points to delete or edit elements of the existing *Logframe*, however, it is possible to deactivate them by “nullifying” them, indicating that they will not be implemented.

If you deactivate an outcome, all the indicators, outputs and activities linked to it will be automatically deactivated.

If you deactivate an output, all output indicators and activities will be deactivated.

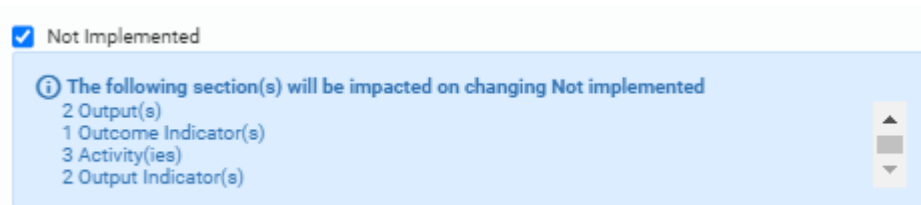
Deactivating activities or indicators will not impact other data; however, you will not be able to save the tab if there is not at least one outcome, outcome indicator, output, output indicator and activity.

To deactivate any existing part of the *Logframe*, the Agency Focal Point may click on the edit icon () on the row of the component intended for removal.

The relevant logframe popup for the existing component will appear.

In the popup, the Agency Focal Point may checkmark the box *Not Implemented* to not implement the logical framework key component.

A list of consequently impacted sections of the logframe will display as a list.



Deactivated logframe elements will be indicated at the beginning of the row and will be marked as *Not Implemented*.

CBPF GRANT MANAGEMENT SYSTEM (GMS)

Outcome 1		z							+ Add Outcome Indicator			
Outcome Indicator 1.1 <small>(Standard)</small>		(Global) WS.19 - Percentage of households that can demonstrate effective treatment of their water to meet the recognized standards for water quality										
		Target: 100		Unit: Percentage								
											+ Add Output	
▼ Output 1.1		z										
Not Implemented												
▼ Output 1.1 - Indicators												
Code		Indicator				Total Target		Action				
Indicator 1.1.1 <small>(Standard)</small>		(Global) WS.15 - Number of communal water points (e.g. wells, boreholes, water taps stands, systems) constructed and/or rehabilitated				200						
Not Implemented		Women (≥ 18)		Girls (< 18)		Men (≥ 18)		Boys (< 18)		Total		
										200		
▼ Output 1.1 - Activities												
Activity 1.1.1		z										
Not Implemented												
▼ Output 1.2		Notional new Output added to an existing Outcome									+ Add Indicator + Add Activity	

Please note: Revisions made to the *Logframe* tab, may require follow-up action on the *Work Plan, Budget, Cash, Subgrants, and Locations* tabs.

E.g. Activities that have been deactivated from the *Log Frame* tab will be automatically listed as *Not Implemented* on the *Work Plan* tab.

3. Revision of the Work Plan Tab

This tab allows Agency Focal Points to indicate when any activity will be implemented. Every activity should be implemented for at least one month,

CBPF GRANT MANAGEMENT SYSTEM (GMS)

and any project month should have at least one activity implemented in it.

Please note: you will not be able to retroactively tick/untick a past month, as it is assumed that the activity has already taken place.

For extensions, months with no activities selected, will display as red.

When at least one activity is added to an additional month, the month will now display as gold.

All months must have some at least one activity to be valid for submission.

6. Work Plan ● Non-editable Work Plan information ● Extended Duration

Activity Description Tick the box(es) corresponding to the month(s) when the activities will be implemented

	(18 - 30) Sep 24	(1 - 31) Oct 24	(1 - 30) Nov 24	(1 - 31) Dec 24	(1 - 31) Jan 25	(1 - 28) Feb 25	(1 - 31) Mar 25	(1 - 30) Apr 25	(1 - 17) May 25
Project Months									
Shelter and Non-Food Items									
Activity 1.1.1 Setting up housing structures - Notional Activity (Simulation for training and reference purposes)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity 1.1.2 Assigning people to safe structures, and follow-up assistance - Notional Activity (Simulation for tr...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity 1.1.3 Allocating resources to Sub-Partners to assist in strengthening permanent structures, and rebuilding/...	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

➤ Activities Not Implemented ⓘ

Save Save & Exit Cancel

If any activities were selected as not implemented in the *Logframe* tab, clicking on the right arrow icon (➤) beside the text *Activities* with the label *Not Implemented*, will expand the collapsed field to display any activities which are no longer being implemented.

CBPF GRANT MANAGEMENT SYSTEM (GMS)

For *Project Revisions* where the *Work Plan* tab is marked red on account of being activated by changes in the *Logframe* tab, or to any other revisions which activated the *Work Plan* tab, where no other revisions are being made to the page, the Agency Focal Point should verify that all implemented activities are correctly selected in the appropriate months, and the page may be saved to clear the red line on the tab for submission.

4. Revision of the Budget Tab

There are two *Revision Types* where revision is required on the *Budget* page;

- *budget revisions with a variance above 15% across categories*
- *Revisions without CERF HQ Approval*, specifically the option for *budget revisions* with a variance below 15% across categories.

Budget Revision Modalities:

- The maximum variance allowed across budget categories is: 1000%
- The maximum additional amount allowed for this cost extension request is: 0 (0%)

● Nullified Budget Line ● Added Budget Line Export Budget

9. Proposal Budget

Budget Change Info	Status
Cumulative % change as of original subtotal	0.00%
Redeployment to or from staff cost?	No
Redeployment to or from PSC?	No

- The budget lines of the project, which have been unlocked by the Country Focal Point, will be open for the Agency Focal Point to modify.
- Budget lines that have *not* been unlocked by the Country Focal point can be identified by their light grey shading.

CBPF GRANT MANAGEMENT SYSTEM (GMS)

A.5	3 Local Drivers (G2)	27,000.00	0.00	Person	3	1,500.00	6	100 %	27,000.00	0.00
<input type="text" value="Notional (Simulation for training and reference purposes)"/>										

- Budget lines may not be deleted but may be nullified, by reducing the quantity to 0, or if the percentage charged to CERF for the line item is reduced to 0%. Budget lines that are nullified, can be identified by a darker grey shading.
- Newly-added Budget lines can be identified by their green shading.
- The amount of budget variance in a budget category will be indicated in the *Variance* column. The total variance for a budget category appears in the orange field at the bottom of the budget category.
- Agency Focal Points may enter and record comments at the budget line level by clicking on the speech bubble icon (🗨️). These will be recorded at the bottom of the page with a budget line reference for easy reference.

C. Equipment
Please itemize costs of non-consumables to be purchased under the project. [\(More info\)](#)

Code	Budget Line Description	Original (Total cost)	Last Reported	Revised					Variance		Action	
				Unit Description	Unit Quantity	Unit Cost	Duration	% charged to CERF	Total Cost	Amount	%	
🗨️	C.1 Brand Satellite stations	240,000.00	0.00	Comms Equipment	12	10,000.0	1	100 %	120,000.00	-120,000.00		
<input type="text" value="Notional (Simulation for training and reference purposes)"/>												
🗨️	C.2 Cellular Devices for First Responders	80,000.00	0.00	Comms Equipment	200	200.00	2	0 %	0.00	-80,000.00		
<input type="text" value="Notional (Simulation for training and reference purposes) (Nullified line from Project Revision)"/>												
	C.3 Sample new budget line			Notional expense	1	80000.0	01	100 %	80,000.00	80,000.00		
<input type="text" value="Sample new budget line from Project Revision"/>												
<input type="button" value="Add New Row"/>		320,000.00	0.00						200,000.00	-120,000.00	-24.00	
									Percentage of Budget	40.00%		

5. Revision of the *Programming* Tab

Depending on the types of reprogramming revision(s) that were selected, different parts of the *Programming* tab may be open for revision.

The Agency Focal Point may edit all fields pertaining to the effectiveness of humanitarian programming, including all pillars of protection, gender equality and consideration for persons with disabilities.

Guidance on drafting for the *Programming* page may be found [here](https://gms.unocha.org/en/cerf/programming-2?query=ce24f561-050d-420d-bf0e-5ad7eb46487e)(<https://gms.unocha.org/en/cerf/programming-2?query=ce24f561-050d-420d-bf0e-5ad7eb46487e>).



6. Revision of the *Cash* Tab

The *Cash and Voucher Assistance (CVA)* page can be opened for revision of CVA modalities.

Fields added to the Cash page during revision, will be displayed as green.

CBPF GRANT MANAGEMENT SYSTEM (GMS)

Changes to the *Logframe* pertaining to *Cash and Voucher Assistance* may be made within the *Cash* page of the *Project Revision*, and integrated into the *Logframe* tab.

16. Cash and Voucher Assistance (CVA)

16.1 CVA Marker *

Does this project include CVA? Show Current Version

Yes, CVA is a component of this project ▼

16.2 Add CVA Type *

Please select 'Add New CVA type' to add CVA types. For each intervention, please provide the transfer amount (best estimate of total cash and/or vouchers and excluding any delivery costs) and the number of people targeted (not the number of households). After adding the CVA type, please click on the 'edit' icon in the column 'Integrate into logframe' to map the CVA indicators into your logical framework. Please add any relevant supporting information for each intervention in the 'Remarks' field. The CVA indicators saved here will be automatically added in the LogFrame tab.

For further guidance on the CVA types, including difference between Multi-Purpose Cash and sector-specific unconditional cash transfers, please click this link for the support page: www.gms.support.com/CVA



16.3 CVA Total People Targeted *

500

Based on all activities listed in the CVA Type Table, please indicate the total number of people targeted with CVA activities under this project (avoid double-counting of people targeted with several CVA activities).




16.4 Selection of CVA interventions *

Briefly elaborate on the selection of CVA interventions for this project and explain which assessment(s) informed the decision with particular attention to why specific conditions or restrictions were applied.

B I U  

Notional selection of CVA interventions

Character Count 39 / 1000

CVA Type	Sector/Cluster	People Targeted	Total Transfer Amount in US\$	Integrate into Logframe	Action
Multi-purpose cash	Water, Sanitation and Hygiene	500	50,000 	Outcome 2 Output 2.1 	
		500	50,000		

+ Add New CVA Type

Save
Save & Exit
Cancel

7. Revision of the Implementation Tab

This tab allows Agency Focal Points to edit all the implementation and coordination measures of the project. For guidance on how to fill in this tab, please click [here](https://gms.unocha.org/en/cerf/implementation-6?query=ce24f561-050d-420d-bf0e-5ad7eb46487e) (<https://gms.unocha.org/en/cerf/implementation-6?query=ce24f561-050d-420d-bf0e-5ad7eb46487e>).

8. Revision of the Subgrants Tab





CBPF GRANT MANAGEMENT SYSTEM (GMS)

17. Subgrants to Sub-Partner


Click on [add subgrant] to link the Sub-Partner to this project proposal. After adding the Sub-Partner, add the total budget amount subgranted to the Sub-Partner, and click on the [edit] icon of its line to link the activities that the Sub-Partner will carry on. Please use one line per Sub-Partner and include only the Sub-Partner's total budget amount.

Show Current Version

+ Add Subgrant

Status	Sub-Partner Name	Sub-Partner Type	Last Reported	Budget	Activities	Action
✓	Habitat for Humanity International	International NGO		200,000	<ul style="list-style-type: none"> 'Shelter and Non-Food Items' Activity 1.1.1 Setting up housing structures - Notional Activity (Simulation for training and reference purposes) 	 
⚠	Partner to be determined			300,000	<ul style="list-style-type: none"> 'Shelter and Non-Food Items' Activity 1.1.1 Setting up housing structures - Notional Activity (Simulation for training and reference purposes) Activity 1.1.2 Assigning people to safe structures, and follow-up assistance - Notional Activity (Simulation for training and reference purposes) Activity 1.1.3 Allocating resources to Sub-Partners to assist in strengthening permanent structures, and rebuilding/repairing homes of affected persons - Notional Activity (Simulation for training and reference purposes) 	 
Total		(0) New Subgrant added	0.00	500,000.00		

Save Save & Exit Cancel

To name/rename a subgrantee, the Agency Focal Point may click on the edit icon () in the rightmost table column, in the row for the appropriate partner.

This will open a popup, asking for the partner name.

CBPF GRANT MANAGEMENT SYSTEM (GMS)

Here the Agency Focal Point will have the possibility to select the partner-type from a list of options in the drop-down selection.

The **[Search]** button next to the *Partner Type* selections, will be automatically activated, allowing the Agency Focal Point to select from among the partners registered in the system.

These will be listed in a table within the popup below the Partner search tool.

CBPF GRANT MANAGEMENT SYSTEM (GMS)

Add Subgrant Partner
✕

Search for an existing subgrant partner by name and/or partner type. If necessary, you may select 'Partner not yet known' checkbox and inform us of the partner details in a later stage.

Please select at least one filter

Partner Search

Partner Name *

Partner Type * Select Search

Search Results: Please select a partner from the search results below. If you do not find the correct partner in the search results, you can instead add a new partner below.

Sub-Partner Name	Sub-Partner Type	Status	Budget ⓘ	Activities	
<input type="radio"/>	Himalaya Emergency Response (Notional) (HERSP)	National NGO	Approved	0.00	assistance - Notional Activity (Simulation for training and reference purposes) Shelter and Non-Food Items Activity 1.1.3 Allocating resources to Sub-Partners to assist in strengthening permanent structures, and rebuilding/repairing homes of affected persons - Notional Activity (Simulation for training and reference purposes)

I confirm that the search results do not show my Sub-Partner
[Click here](#) to add a new partner.

Save
Close

In the popup, the Agency Focal Point may scroll down to the desired Sub-IP and select the new Sub-IP, by clicking on the radio button beside the organization's name, and by clicking the **[Save]** button.







As the popup closes, the Sub-IP name should now be listed with any previously named Subgrantees, and may now be saved on the tab for the project revision.

CBPF GRANT MANAGEMENT SYSTEM (GMS)

17. Subgrants to Sub-Partner

Click on [add subgrant] to link the Sub-Partner to this project proposal. After adding the Sub-Partner, add the total budget amount subgranted to the Sub-Partner, and click on the [edit] icon of its line to link the activities that the Sub-Partner will carry on. Please use one line per Sub-Partner and include only the Sub-Partner's total budget amount.

[Show Current Version](#)
[+ Add Subgrant](#)

Status	Sub-Partner Name	Sub-Partner Type	Last Reported	Budget	Activities	Action
✓	Habitat for Humanity International	International NGO		200,000	<ul style="list-style-type: none"> 'Shelter and Non-Food Items' Activity 1.1.1' Setting up housing structures - Notional Activity (Simulation for training and reference purposes) 'Shelter and Non-Food Items' Activity 1.1.2' Assigning people to safe structures, and follow-up assistance - Notional Activity (Simulation for training and reference purposes) 'Shelter and Non-Food Items' Activity 1.1.3' Allocating resources to Sub-Partners to assist in strengthening permanent structures, and rebuilding/repairing homes of affected persons - Notional Activity (Simulation for training and reference purposes) 	  
✓	Himalaya Emergency Response (Notional) (HERSP)	National NGO		300,000	<ul style="list-style-type: none"> 'Shelter and Non-Food Items' Activity 1.1.1' Setting up housing structures - Notional Activity (Simulation for training and reference purposes) 'Shelter and Non-Food Items' Activity 1.1.2' Assigning people to safe structures, and follow-up assistance - Notional Activity (Simulation for training and reference purposes) 'Shelter and Non-Food Items' Activity 1.1.3' Allocating resources to Sub-Partners to assist in strengthening permanent structures, and rebuilding/repairing homes of affected persons - Notional Activity (Simulation for training and reference purposes) 	  
Total		(0) New Subgrant added	0.00	500,000.00		

[Save](#)
[Save & Exit](#)
[Cancel](#)

If the desired subgrantee is not found, the Agency Focal Point may enter the subgrantee name in the *Partner Name* field, with the appropriate *Partner Type* selected from the drop-down below it.

CBPF GRANT MANAGEMENT SYSTEM (GMS)

If the Sub-Partner is not found in the system after the search, a checkmark box will appear, asking the Agency Focal Point to confirm that the Sub-Partner was not found in the system.

At this time the Agency Focal Point may check the box, and click on the hyperlink below the box, to add a new partner to the system.

The hyperlink will open a new browser tab, to the *Sub-Partner Registration* page of the *Partner Information Management* module.

CBPF GRANT MANAGEMENT SYSTEM (GMS)

✕
Add Subgrant Partner

Search for an existing subgrant partner by name and/or partner type. If necessary, you may select 'Partner not yet known' checkbox and inform us of the partner details in a later stage.

No existing partner matched the search criteria. Please review search text or add a new partner below.

Partner Search

Partner Name *

Partner Type * ▼ Search


Search Results: Please select a partner from the search results below. If you do not find the correct partner in the search results, you can instead add a new partner below.

Sub-Partner Name	Sub-Partner Type	Status	Budget ?	Activities
No results found.				

I confirm that the search results do not show my Sub-Partner
[Click here](#) to add a new partner.

Save
Close

For step-by-step guidance on registering a new partner in the OneGMS system, please click [here](https://gms.unocha.org/en/cerf/sub-implementing-partner-management-0?query=ce24f561-050d-420d-bf0e-5ad7eb46487e#l1) (<https://gms.unocha.org/en/cerf/sub-implementing-partner-management-0?query=ce24f561-050d-420d-bf0e-5ad7eb46487e#l1>)%C2%A0%20Register%20a%20new%20Sub-Partner).

After registering a partner in the system, the newly-registered partner should now be visible to the Agency Focal Point, when clicking the edit icon () to add the Sub-Partner name.

CBPF GRANT MANAGEMENT SYSTEM (GMS)

For any projects where a sub-implemented activity was checked as *Not Implemented* on the *Logframe* tab, the activity will appear on the *Subgrants* tab with the label *Not Implemented*. The Agency Focal Point must ensure that at least one activity is linked to any subgrantee.

If all activities implemented by a Sub-IP are deactivated, the Agency Focal Point will have to delete the sub-partner by clicking on the delete icon (✖) in the *Action* column, or set the Sub-Partner's budget to 0.

If an Agency Focal Point deletes a sub-partner by mistake, they can edit the Sub-IP's budget to undo the cancellation.

✔	Himalaya Emergency Response (Notional)	National NGO		300,000	<ul style="list-style-type: none"> 'Shelter and Non-Food Items' 'Activity 1.1.2' Assigning people to safe structures, and follow-up assistance - Notional Activity (Simulation for training and reference purposes) 'Shelter and Non-Food Items' 'Activity 1.1.3' Allocating resources to Sub-Partners to assist in strengthening permanent structures, and rebuilding/repairing homes of affected persons - Notional Activity (Simulation for training and reference purposes) 'Shelter and Non-Food Items' 'Activity 1.1.1' Not Implemented Setting up housing structures - Notional Activity (Simulation for training and reference purposes)
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9. Revision of the *Locations* Tab

Revisions may be made to the *Locations* tab to add or remove project locations.

For guidance on how to fill in the *Locations* page, please click [here](https://gms.unocha.org/en/cerf/locations-5?query=ce24f561-050d-420d-bf0e-5ad7eb46487e) (<https://gms.unocha.org/en/cerf/locations-5?query=ce24f561-050d-420d-bf0e-5ad7eb46487e>).

Locations that have been submitted for deletion in the revision display in a grey field.

New locations display over a green background.

CBPF GRANT MANAGEMENT SYSTEM (GMS)

To undo a deletion, the Agency Focal Point may click the undo icon (↶) next to the desired deleted name.

19. People Targeted and Budget by Location
👤

+ Add Location
📍

Show Current Version

Targeted People Per Sector

Nutrition

👤 50,000

Arun ↶	0	%	0
Janakpur ↶ ✖	13	%	6,500
Kapilavastu ↶ ✖	12	%	6,000
Karnali ↶ ✖	20	%	10,000
Kathmandu ↶ ✖	30	%	15,000
Mahakali ↶ ✖	25	%	12,500
Total	100	%	50,000

Budget Per Sector

Nutrition

\$ 1,070,000.00

Arun ↶	0	%	0.00
Janakpur ↶ ✖	13	%	139,100.00
Kapilavastu ↶ ✖	12	%	128,400.00
Karnali ↶ ✖	25	%	267,500.00
Kathmandu ↶ ✖	20	%	214,000.00
Mahakali ↶ ✖	30	%	321,000.00
Total	100.00	%	1,070,000.00

Save
Save & Exit
Cancel

CBPF GRANT MANAGEMENT SYSTEM (GMS)