

## CBPF GRANT MANAGEMENT SYSTEM (GMS)

PARTNER(/EN/CONTENT/

HFU(/EN/CONTENT/HF

CBPF

CLUSTER

> HFU(/en/content/hfu) > Due Diligence Templates Management

### Due Diligence Template Management

[Download this Page\(/page/print/pdf/node/174\)](#)

#### 1. **What is the purpose of the Due Diligence Template page?**(#I. What is the purpose of the Due Diligence template page?).

1. Accessing the Due Diligence Template Management page(#Accessing the Due Diligence Template Management page).

#### 2. **How to manage the Due Diligence templates**(#II. Managing the Due Diligence Templates) (#II. Managing the Due Diligence Templates).

1. Adding a new template(#Adding a new document's template).
2. Editing a template(#b. Editing a template).
3. Deleting a template(#c. Deleting a template).
4. Downloading a template(#d. Downloading a template).

#### **I. What is the purpose of the Due Diligence template page?**

The Due Diligence Template Management page of the GMS allows HFU officers to populate the templates of the Due Diligence documents' tab of the Due Diligence that Partners must fill out and submit during their eligibility process.

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From the DD Template Management page, the HFU can:

1. Upload the templates of the documents the Partners will have to download, fill in and re-upload on multiple tabs of the [Due Diligence\(/content/due-diligence-submission-0\)](/content/due-diligence-submission-0).

# CBPF GRANT MANAGEMENT SYSTEM (GMS)

## Application Form Documents [Due Diligence re-draft]

Submit Due Diligence/Application form

[  Add Comments ] [  More Comments ]

Application Form
Due Diligence Document
Bank Info
Due Diligence Checklist
Application Form Tracking

Organization Type: International NGO
Acronym: Annoymous214
Name: Annoymous214

Mandatory fields are marked with an asterisk \*. Always save your information before changing tabs.

**Required documents**

Upload documents

test

No file uploaded

Download Template

Identity Documents

No file uploaded

Download Template

Declaration of any Previous or Pending Legal Processes or Investigations

No file uploaded

Download Template

Declaration of Conflict of Interest

No file uploaded

Download Template

Declaration of Non-Support for a United Nations Designated Entity

No file uploaded

**Additional documents**

Document template: Application Checklist and Declarat

Upload documents

Download Template

Existing uploaded documents

No documents found

The templates that the Partner can download from this tab of the Due Diligence are to be added in the 'Due Diligence Templates Management' page by HFU officers.

OR


## CBPF GRANT MANAGEMENT SYSTEM (GMS)

Application Form | Due Diligence Document | **Bank Info** | Due Diligence Checklist | Application Form Tracking | Application Form Admin




Organization Type: International NGO      Acronym: Annoymous103      Name: Annoymous103

Mandatory fields are marked with an asterisk \*. Always save your information before changing tabs.

Non Editable due to voucher attached

GMS Id	Bank Name	IBAN	Account Name	Account No	Action
36	Dummy Bank	Dummy-1111111	Dummy AccountName	Dummy-1191062617	 [View] [DeActivate]

**Beneficiary Banking Information**

**Bank Statement**   When configured, this option allows partners to download a bank statement template, and re-upload it on this tab.  F,249 - Bank Info

Bank Name \*

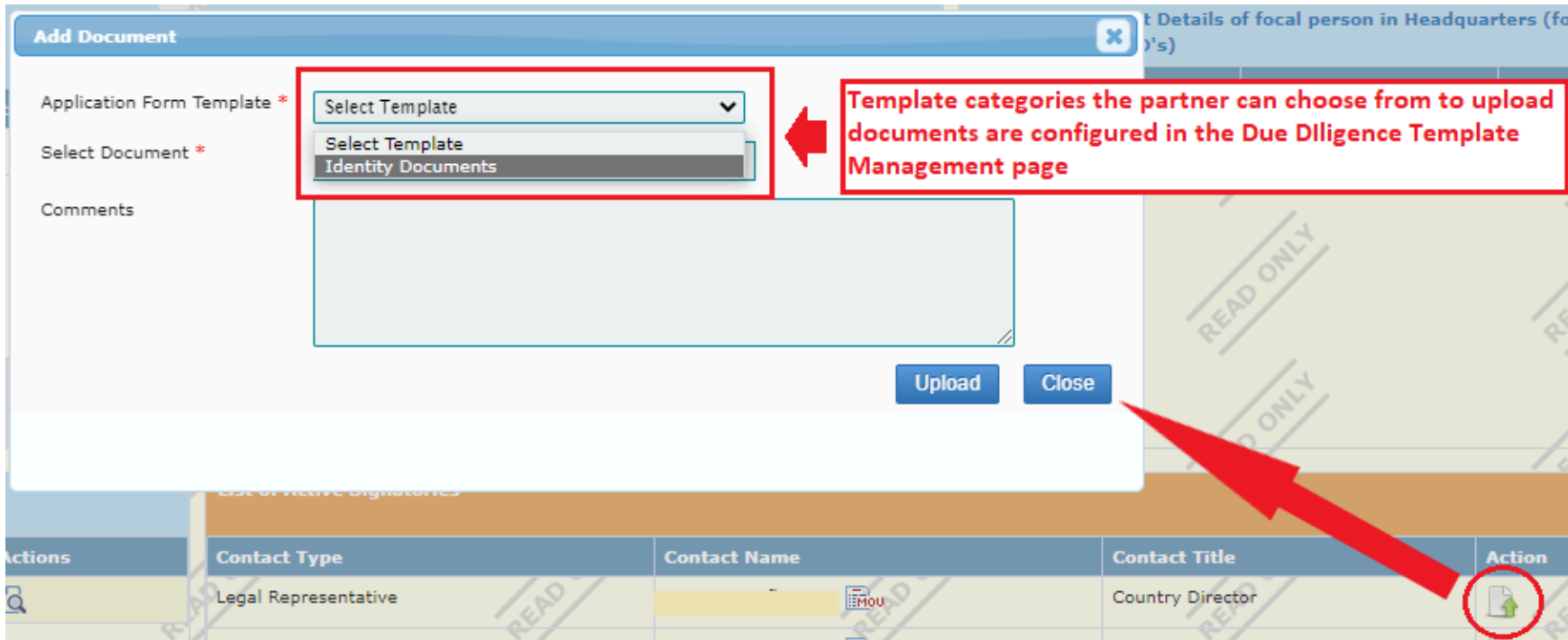
For US banks only use whether (9 digits)

☐ ACH ☐ Fed wire

SWIFT code: 8 or 11 characters (required for overboard payments)

2. Create the categories that will be listed when users want to upload a document on their Due Diligence

## CBPF GRANT MANAGEMENT SYSTEM (GMS)




**Add Document**

Application Form Template \* Select Template ▼

Select Document \* Select Template  
Identity Documents

Comments

Upload Close


Actions	Contact Type	Contact Name	Contact Title	Action
	Legal Representative		Country Director	

### 1. Accessing the Due Diligence Template Management page

To access the Due Diligence Template Management page and upload/edit/delete the documents' templates, please follow this navigation:


**Navigation: System Setup > Due Diligence > Manage Due Diligence Templates**

## CBPF GRANT MANAGEMENT SYSTEM (GMS)




**Fund Name:** Yemen

**Role:** Humanitarian Financing Unit (HFU)

 **Yemen**  
(Humanitarian Financing Unit (HFU))

Welcome:

 FUND HOME

Home
 Allocations
 SharePoint Project
 CBPF Management
 Risk Management
 **System Setup**
Report
 Others

**Due Diligence Templates**

Add Template

**Added Templates**

Title	Template Name		Order Index	Is Mandatory	Is Mandatory for UN Agencies	Is Active
Due Diligence guidelines	Due Diligence Guidelines.docx					
Identity Documents						
Bank Statement	Bank statement.docx					
Application Form instructions	Application Form instructions.docx					
Identity Documents	Biography.docx					
Declaration of any Previous or Pending Legal Processes or Investigations	Appendix A_Declaration of Previous or Pending Legal Processes_EN (1).docx					
Declaration of Conflict of Interest	Appendix B_Declaration of Conflict of Interest_EN.docx	Application Form Document	4	Yes	No	Yes

**Configuration Setup**  
Configuration Setup

**Workflow Management**  
Workflow Management

**User Management**  
User Management

**Allocation Management**  
Allocation Management

**Project Management**  
Project Management

**Due Diligence**  
Due Diligence

**PI Management**  
Performance Index Mgmt

**Fund Specific Documents**  
Fund Specific Documents










**Manage Due Diligence Templates**  
Manage Due Diligence Templates

## II. Managing the Due Diligence Templates


### 1. Adding a new document's template

## CBPF GRANT MANAGEMENT SYSTEM (GMS)

To add a new document's template to the Due Diligence, click on **[Add Template]**.

Due Diligence Templates							
Add Template							
Added Templates							
Title	Template Name	Document Group	Order Index	Is Mandatory	Is Mandatory for UN Agencies	Is Active	
Identity Documents	Identity Documents.docx	Application Form	1	Yes	No	Yes	  
test	Biography.docx	Application Form	1	Yes	Yes	Yes	  
Application Checklist and Declaration	Application Checklist and Declaration-oPt.docx	Application Form Document	1	No	No	Yes	  

Fill in the fields (a description of all fields is provided below the screenshot) upload the document from your desktop and click on **[save]**.

Due Diligence Templates			
Title*	<input type="text" value="test"/>	Order Index*	<input type="text" value="1"/>
Attach Document	<input type="button" value="Choose File"/> No file chosen <small>.docx,.pdf,.doc,.jpg,.gif,.xls,.xlsx(5097152 bytes)</small> <input type="button" value="Download Template"/> 	<input checked="" type="checkbox"/> Is Active <input checked="" type="checkbox"/> Is Mandatory <input type="checkbox"/> Is Mandatory for UN Agencies	
Document Group*	<input type="text" value="Application Form Document"/>		
	<input type="button" value="Save"/> <input type="button" value="Cancel"/>		

### Fields description :





























- **Title (mandatory)**: enter in the field the title of the document's template.

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- **Order Index** (*mandatory*): enter in this field a number (1,2,3, etc.). This number will be the order rank of the document's template in the Due Diligence Document's tab.
- **Attach document** (*mandatory*): click on **[Choose file]** to upload the new template.
- **Checkboxes:**
  - *Is active*: tick this box if you want the partner to view and be able to download this template from the Due Diligence document's tab.
  - *Is mandatory*: tick this box if the template you are adding is a mandatory document that the partner will have to download, fill in and submit during the Due Diligence process. Please refer to the illustration below for more information on this.
- **Is mandatory for UN Agency**: tick this box if the document's template is mandatory for UN Agencies **ONLY**. If you tick this box, the NGO and Red Cross/Red Crescent society partners will NOT see the template in their list.
- **Document group** (*mandatory*): Select from the drop-down list the category of document the template belongs to.
  - *Application Form*: Select this option for the templates that should be saved in the 'Application form' tab of the Due Diligence form
  - *Application Form Document*: Select this option for the templates that should be saved in the 'Due Diligence Document' tab of the Due Diligence form. (*please make sure to differentiate between the mandatory and non-mandatory templates by selecting the option in the previous filter*)
  - *Bank Info*: Select this option for the templates that should be saved in the 'Bank Info' tab of the Due Diligence form.

Upon clicking on **[save]** you can see the added template in the list.

## CBPF GRANT MANAGEMENT SYSTEM (GMS)

Due Diligence Templates							
Add Template							
Added Templates							
Title	Template Name	Document Group	Order Index	Is Mandatory	Is Mandatory for UN Agencies	Is Active	
Identity Documents	Identity Documents.docx	Application Form	1	Yes	No	Yes	 
Application Checklist and Declaration	Application Checklist and Declaration-opt.docx	Application Form Document	1	No	No	Yes	 
test	Biography.docx	Application Form Document	1	Yes	No	Yes	 
Identity Documents	Biography-opt.docx	Application Form Document	4	Yes	No	Yes	 
Declaration of any Previous or Pending Legal Processes or Investigations	Declaration of any Previous or Pending Legal Processes or Investigations.docx	Application Form Document	3	Yes	No	Yes	 
Declaration of Conflict of Interest	Declaration of Conflict of Interest.docx	Application Form Document	4	Yes	No	Yes	 
Declaration of Non-Support for a United Nations Designated Entity	Declaration of Non-Support for a United Nations Designated Entity.docx	Application Form Document	5	Yes	No	Yes	 
Declaration of recognition of UN compliance activity	Declaration of recognition of UN compliance activity.docx	Application Form Document	6	Yes	No	Yes	 
Declaration of Accurate Information	Declaration of Accurate Information.docx	Application Form Document	7	Yes	No	Yes	 
Additional documents upon request	Additional documents.docx	Application Form Document	8	No	No	Yes	 
List of members of Board of Trustees	List of members of Board of Trustees.docx	Application Form Document	10	No	No	Yes	 
Bank Statements	Bank Statment.docx	Application Form Document	12	No	No	Yes	 
Registration document of NGO in Lebanon &/or abroad		Application Form Document	13	Yes	No	Yes	 
Bank Statement	Bank Statment.docx	Bank info	11	No	No	Yes	 

Upon clicking on **[Save]**, and if ticked as 'active', the document is added to the list of templates in the Due Diligence module, hence visible to the Partner.

### ILLUSTRATION OF A CONFIGURED TEMPLATE

In our example, the template was saved under the category 'Application Form Document' as mandatory.

Hence it appears in the Required documents section in the Due Diligence document tab.

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If we had left the 'is mandatory' box unticked, the template's title would have been displayed in the additional document's drop-down list.

**Application Form Documents**  
[Due Diligence re-draft]

[Submit Due Diligence/Application form](#) ?

[Add Comments] [More Comments]

Application Form **Due Diligence Document** Bank Info Due Diligence Checklist Application Form Tracking

Organization Type: International NGO Acronym: Anonymous214 Name: Anonymous214


Mandatory fields are marked with an asterisk \*. Always save your information before changing tabs.

[Download All Files](#)


**Required documents**

[Upload documents](#)

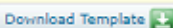
test No file uploaded



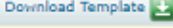
**Identity Documents** No file uploaded



**Declaration of any Previous or Pending Legal Processes or Investigations** No file uploaded



**Declaration of Conflict of Interest** No file uploaded



**Declaration of Non-Support for a United Nations Designated Entity** No file uploaded

**Additional documents**

Document template: Application Checklist and Declarat [Upload documents](#) [Download Template](#)


Existing uploaded documents











































No documents found

**If the template was not ticked as 'mandatory', it will be displayed in this drop-down list.**

### b. Editing a template

## CBPF GRANT MANAGEMENT SYSTEM (GMS)

To edit a template, click on the edit icon  of its line.

Due Diligence Templates							
Add Template							
Added Templates							
Title	Template Name	Document Group	Order Index	Is Mandatory	Is Mandatory for UN Agencies	Is Active	
Identity Documents	Identity Documents.docx	Application Form	1	Yes	No	Yes	  
Application Checklist and Declaration	Application Checklist and Declaration-oPT.docx	Application Form Document	1	No	No	Yes	  
test	Biography.docx	Application Form Document	1	Yes	No	Yes	  
Identity Documents	Biography-oPT.docx	Application Form Document	2	Yes	No	Yes	  
Declaration of any Previous or Pending Legal Processes or Investigations	Declaration of any Previous or Pending Legal Processes or Investigations.docx	Application Form Document	3	Yes	No	Yes	  
Declaration of Conflict of Interest	Declaration of Conflict of Interest.docx	Application Form Document	4	Yes	No	Yes	  
Declaration of Non-Support for a United Nations Designated Entity	Declaration of Non-Support for a United Nations Designated Entity.docx	Application Form Document	5	Yes	No	Yes	  
Declaration of recognition of UN compliance activity	Declaration of recognition of UN compliance activity.docx	Application Form Document	6	Yes	No	Yes	  
Declaration of Accurate Information	Declaration of Accurate Information.docx	Application Form Document	7	Yes	No	Yes	  
Additional documents upon request	Additional documents.docx	Application Form Document	8	No	No	Yes	  
list of members of Board of Trustees	list of members of Board of Trustees.docx	Application Form Document	10	No	No	Yes	  
Bank Statements	Bank Statment.docx	Application Form Document	12	No	No	Yes	  
Registration document of NGO in Lebanon 5/or abroad		Application Form Document	13	Yes	No	Yes	  
Bank Statement	Bank Statment.docx	Bank info	11	No	No	Yes	  

Change the info in the fields that have appeared at the top of the page, as per the indications provided [HERE](#), ([#Adding a new document's template](#)) and click on **[save]**.

## CBPF GRANT MANAGEMENT SYSTEM (GMS)

Due Diligence Templates

Title\*

test

Order Index\*

1

Attach Document


Choose File

No file chosen

.docx,.pdf,.doc,.jpg,.gif,.xls,.xlsx(5097152 bytes)

☒ Is Active
 ☒ Is Mandatory
 ☐ Is Mandatory for UN Agencies

Download Template



























Document Group\*

Application Form Document


Save

Cancel











































Added Templates

Title	Template Name	Document Group	Order Index	Is Mandatory	Is Mandatory for UN Agencies	Is Active	
Identity Documents	Identity Documents.docx	Application Form	1	Yes	No	Yes	  
Application Checklist and Declaration	Application Checklist and Declaration-oPt.docx	Application Form Document	1	No	No	Yes	  
test	Biography.docx	Application Form Document	1	Yes	No	Yes	  
Identity Documents	Biography-oPt.docx	Application Form Document	2	Yes	No	Yes	  
Declaration of any Previous or Pending Legal Processes or Investigations	Declaration of any Previous or Pending Legal Processes or Investigations.docx	Application Form Document	3	Yes	No	Yes	  
Declaration of Conflict of Interest	Declaration of Conflict of Interest.docx	Application Form Document	4	Yes	No	Yes	  
Declaration of Non-Support for a United Nations Designated Entity	Declaration of Non-Support for a United Nations Designated Entity.docx	Application Form Document	5	Yes	No	Yes	  
Declaration of non-compliance of UNHCR compliance activities	Declaration of non-compliance of UNHCR compliance activities.docx	Application Form Document	6	Yes	No	Yes	  


### c. Deleting a template

To delete a template, click on the red cross icon  of its line.







































## CBPF GRANT MANAGEMENT SYSTEM (GMS)

Due Diligence Templates							
Add Template							
Added Templates							
Title	Template Name	Document Group	Order Index	Is Mandatory	Is Mandatory for UN Agencies	Is Active	
Identity Documents	Identity Documents.docx	Application Form	1	Yes	No	Yes	  
Application Checklist and Declaration	Application Checklist and Declaration-oPt.docx	Application Form Document	1	No	No	Yes	  
test	Biography.docx	Application Form Document	1	Yes	No	Yes	  
Identity Documents	Biography-oPt.docx	Application Form Document	2	Yes	No	Yes	  
Declaration of any Previous or Pending Legal Processes or Investigations	Declaration of any Previous or Pending Legal Processes or Investigations.docx	Application Form Document	3	Yes	No	Yes	  
Declaration of Conflict of Interest	Declaration of Conflict of Interest.docx	Application Form Document	4	Yes	No	Yes	  
Declaration of Non-Support for a United Nations Designated Entity	Declaration of Non-Support for a United Nations Designated Entity.docx	Application Form Document	5	Yes	No	Yes	  
Declaration of recognition of UN compliance activity	Declaration of recognition of UN compliance activity.docx	Application Form Document	6	Yes	No	Yes	  
Declaration of Accurate Information	Declaration of Accurate Information.docx	Application Form Document	7	Yes	No	Yes	  
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Bank Statements	Bank Statment.docx	Application Form Document	12	No	No	Yes	  
Registration document of NGO in Lebanon &/or abroad		Application Form Document	13	Yes	No	Yes	  
Bank Statement	Bank Statment.docx	Bank info	11	No	No	Yes	  

### d. Downloading a template

To download a template, click on the green arrow icon  of its line.

## CBPF GRANT MANAGEMENT SYSTEM (GMS)

Due Diligence Templates							
Add Template							
Added Templates							
Title	Template Name	Document Group	Order Index	Is Mandatory	Is Mandatory for UN Agencies	Is Active	
Identity Documents	Identity Documents.docx	Application Form	1	Yes	No	Yes	  
Application Checklist and Declaration	Application Checklist and Declaration-oPt.docx	Application Form Document	1	No	No	Yes	  
test	Biography.docx	Application Form Document	1	Yes	No	Yes	  
Identity Documents	Biography-oPt.docx	Application Form Document	2	Yes	No	Yes	  
Declaration of any Previous or Pending Legal Processes or Investigations	Declaration of any Previous or Pending Legal Processes or Investigations.docx	Application Form Document	3	Yes	No	Yes	  
Declaration of Conflict of Interest	Declaration of Conflict of Interest.docx	Application Form Document	4	Yes	No	Yes	  
Declaration of Non-Support for a United Nations Designated Entity	Declaration of Non-Support for a United Nations Designated Entity.docx	Application Form Document	5	Yes	No	Yes	  
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