Project workflow for OCHA managed funds

- **Project**
- **Interim Financial Reporting**
- **Progress Narrative Reporting**
- **Final Financial Reporting**
- **Final Narrative Reporting**
- **Timeline**
- **Monitoring**
- **Disbursement**
- **Revision Request**
- **Project Revision**
- **Audit**

Standard Allocation

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**LEGEND**

- Step 1: Submission of Proposal
- Step 2: Strategic Review
- Step 3: Technical Review
- Step 4: Final Approval and Signature
- Step 5: Disbursement
- Step 6: Implementation and Reporting
Interim Financial Reporting [Top](#)

You can find a detailed explanation for Interim Financial Reporting under the [Reporting](#) section.
Progress Narrative Reporting [Top]

You can find a detailed explanation for Progress Narrative Reporting under the Reporting section.
Final Financial Reporting [Top]

You can find a detailed explanation for Final Financial Reporting under the Reporting section.
GMS FINAL FINANCIAL REPORTING WORKFLOW
(NON UN AGENCIES)

Final Narrative Reporting [Top]

You can find a detailed explanation for Final Narrative Reporting under the Reporting section.
Timeline

The timeline tab present in the project enables users to set up timelines for various activities like narrative reporting timelines, Disbursement tranches timeline etc. Projects timelines must be set up and approved by the Fund Managers before the signature of the Grant Agreement. To learn how to set up and validate the Timelines, please refer to the dedicated article of this Help Portal: Timelines Validation.

Monitoring

One can have multiple instances of monitoring to enable the monitoring of various stages in a project lifecycle.
The HFU will activate the monitoring instance, fill in the necessary information, and update the recommended actions. The HFU can then send them to the Implementing Partner or Cluster Coordinator, as necessary. An email alert will be sent to the IP/CC based on the party who receives the task. The IP and CC will have access to update the recommended actions only and no other data. Once done, they should send the monitoring instance back to the HFU. Once the information is verified, the HFU can update the status as “Monitoring Completed”.

Disbursement

You can find a detailed explanation for disbursement under the Disbursement section.
Revision Request Top

You can find a detailed explanation for Revision Request under the Project Revision section.
You can find a detailed explanation for Project Revision under the [Project Revision](#) section.
Audit  Top

You can find a detailed explanation for Project Audit under the What is Project Audit in GMS section.

GMS AUDIT WORKFLOW
(NON UN AGENCIES)

Audit Triggered by FCS

Audit Started by Audit Firm

Audit finalized by HFU

Audit approved by FCS

Audit report received by FCS for closure

Audit report received by FCS for refund

Audit report received by FCS for final disbursement