**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

Project [Top](#)

**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.
GMS INTERIM FINANCIAL REPORTING WORKFLOW

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.
Final Narrative Reporting [Top]

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

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 **Top**

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 [Top]

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.
GMS PROJECT REVISION REQUEST WORKFLOW (STEP 1)

- Revision request in draft
- Revision request under review (By HFU)
- Revision request re-draft
- Revision request under Cluster review
- Revision request approved (By HFU)
- Revision request cancelled

Project Revision [Top]

You can find a detailed explanation for Project Revision under the Project Revision section.
GMS PROJECT REVISION WORKFLOW
(STEP 2)

Project revision in draft

Project revision under review

Project revision under Finance review

Project revision under Cluster review

Project revision reviewed and cleared by HFU

GA Amendment preparation

HC approval and signature of GA

IP signature of GA Amendment

HFU review of signed GA Amendment

EO clearance of GA Amendment

Under HC approval (no GA Amendment needed)

Project revision approved

OVERWRITE (HFU)
You can find a detailed explanation for Project Audit under the [What is Project Audit in GMS](#) section.