

*Please note: This workaround is for PCVs who do not have MS Excel on their computers. PCVs with Excel are encouraged to use the Excel forms, which are easier for them to complete and for HQ to upload.*

**Scenario: Volunteers have minimal access to PCGO** (They are able to register and download an application themselves):

*To Submit an Application:*

- After the Volunteer has registered in PCGO they will be able to download the appropriate application (based on funding source; PCPP, SPA, VAST, etc) and signature pages to complete offline. (Please see [PCGO Volunteer Step-by-Step Guide](#) (pg 29-32) for further instructions on registering and downloading an application.) It is recommended that Volunteers download the application in Word format.
- When the Volunteer has completed the application, they should email the Word document and signature pages to post staff for review and approval.
- Post staff will review/approve the project as per usual. **The application must be emailed to [PCGO@peacecorps.gov](mailto:PCGO@peacecorps.gov) with the subject line: “PCPP/SPA/VAST APPLICATION FOR PCGO DATA ENTRY”** (this is very important to ensure your projects – particularly PCPP – are processed in a timely manner!!!)
- PCGO Data Entry Support assistant will enter the application into the PCGO portal, thereby maintaining an accurate and up-to-date small grants database for post/HQ records and usage. Entering the project into PCGO also enables automatic status-update emails that will be sent to the Volunteer and primary license holder throughout the lifecycle of the project. The database will continue to contain all relevant project data (including Authorization memos, donor lists, etc) for post’s convenience.
- (For PCPP Projects): When the application has been entered into PCGO, the PCPP Specialist will automatically be notified that the application is ready for final review and processing. The project will be processed (posted online, fundraised, paid out, etc) as usual.
- When the project has been completed, the Volunteer can download the same “Grant Application Form” Word document from the “Printouts” section of the portal and fill out the completion report sections. The completion report includes:
  - Final Indicators Column
  - Results and Comments columns of Goals and Objectives section
  - Completion Report Narrative section
  - Final Budget section
- After they complete all of the completion report section, Volunteers will send the Word document to their grant coordinator for final review. The grant coordinator will then send the document to HQ to review and upload to the PCGO database. After the grant has been reviewed and uploaded, the project will be closed.

### Scenario: Volunteers cannot access/register in PCGO:

- Post staff must register the Volunteer in PCGO **using the PCGO Portal** (not the database). To do this: Log into the [PCGO Portal](#) and follow the steps on page 5 of the [PCGO Volunteer Step-by-Step Guide](#). Please note that you need only enter the required information (denoted by \*).
  - Volunteer Username: **Volunteer's email address**
  - Password should be: **PeaceCorps1**
- Post staff will begin a new application for the Volunteer and fill out the first 4 fields (5 if SPA), then download the appropriate application (based on intended funding source; PCPP, SPA, VAST, etc) and signature pages and send them to the Volunteer. (Please see [PCGO Volunteer Step-by-Step Guide](#) (pages 29-32) for further instructions on registering and downloading an application.) It is recommended to download the application in Word format.
- When the Volunteer has completed the application, they should email the Word document, and signature pages to post staff for review and approval.
- Post staff will review/approve the project as per usual. **The application package (signature forms, application and budget worksheet) must be emailed to [PCGO@peacecorps.gov](mailto:PCGO@peacecorps.gov) with the subject line: "PCPP/SPA/VAST APPLICATION FOR PCGO DATA ENTRY"** (this is very important to ensure your projects – particularly PCPP – are processed in a timely manner!!!)
- PCGO Data Entry Support assistant will enter the application into the PCGO portal, thereby maintaining an accurate and up-to-date small grants database for post/HQ records and usage. Entering the project into PCGO also enables automatic status-update notifications that will be sent to the Volunteer and primary license holder throughout the lifecycle of the project. The database will continue to contain all relevant project data (including Authorization memos, donor lists, etc) for post's convenience.
- (For PCPP Projects): When the application has been entered into PCGO, the PCPP Specialist will automatically be notified that the application is ready for final review and processing. The project will be processed (posted online, fundraised, paid out, etc) as usual.
- When the project has been completed, the staff member can download the same "Grant Application Form" Word document from the "Printouts" section of the portal and send to the Volunteer to fill out the completion report sections. The completion report includes:
  - Final Indicators Column
  - Results and Comments columns of Goals and Objectives section
  - Completion Report Narrative section
  - Final Budget section
- After they complete all of the completion report section, Volunteers will send the Word document to their grant coordinator for final review. The grant coordinator will then send the document to HQ to review and upload to the PCGO database. After the grant has been reviewed and uploaded, the project will be closed.