

## Working Offline on Peace Corps Grants

While all small grant applications and completion reports must be submitted online in PCGO, we know that many Volunteers do not have regular access to internet, so we have created an Excel version of the small grants application and completion report that can be completed without internet access. This Excel file can be downloaded from PCGO, completed offline, and then uploaded back into PCGO.

Each Excel file downloaded from the PCGO portal is linked to one particular grant project. Any uploads of that Excel file or copies of that file will replace the information stored in that particular project in PCGO. This means:

- DO NOT send an Excel spreadsheet that you downloaded from the portal for one of your own projects to another Volunteer for them to use as their own.
- DO NOT use an Excel template that you received from another Volunteer for your own project.
- DO NOT upload the same file that you downloaded for a previous grant to try and create a new project.

For more detailed instructions on how to complete the required fields in the offline application and completion report, please see the [PCGO Guide for Volunteers](#) on PC Live.

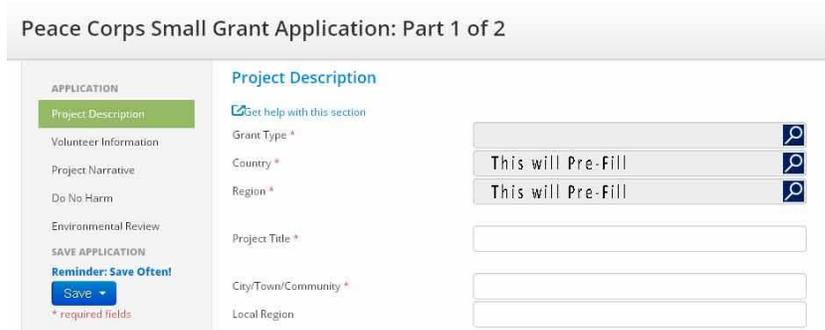
### **GRANT APPLICATION:**

Before you can download the offline application, you need to register an account in PCGO<sup>1</sup>, and start your application in the portal. To download the Excel spreadsheet to work on your project offline, follow the steps below:

1. After logging into PCGO, find the left-hand navigation pane and select “New”



2. Depending on the settings of the computer you are using, either a new window or tab will open. Select Grant Type, fill in Project Title, and if applicable, select the Project Element. The Country and Region fields will automatically populate. Click the drop down arrow next to “Save” and then select “Save and Close”.



<sup>1</sup> If you need help registering, please reference the [PCGO Guide for Volunteers](#) on PC Live.

- You can now download your grant into an offline Excel spreadsheet. In the portal, make sure your draft application is selected in green on the right under “My Applications” (if you do not see your application listed, refresh your page), then click “Download Grants Application” on the left.

- A new screen will open. Click the blue  button.
- Save the spreadsheet to your computer and open it. Please read the instructions tab carefully.
- To complete the application, enter data into all of the purple application tabs in the Excel workbook. Please DO NOT fill in any of the green completion report tabs to the right.

Once you have completed the application you can upload it back into the PCGO portal following the steps below:

- In the PCGO portal, click on “Upload Grants Application” on the left then click “Select File” and locate your workbook. Then click “Upload”. After the file uploads, click “Save and Close”. It may take several minutes to complete the upload depending on your internet connection.

- Once your application is uploaded, you can review it in the portal, print out the required signature pages, and submit your application.

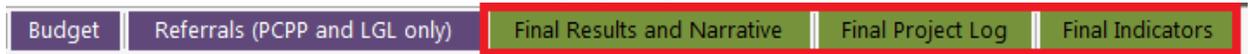
## COMPLETION REPORT:

In order to fill out a completion report offline, **you will need to download a new Excel workbook** from PCGO. The steps below are similar to downloading an application except that you'll be downloading from the Approved Grants section instead of the Draft section.

1. After logging into PCGO, find the left-hand navigation pane and select "Approved Grants"



2. After the grant is selected, click "Download Grant Application". Then click the blue  button. The completion report and initial finished application will download into a single workbook.
3. To fill in the completion report, enter data into all of the green application tabs in the Excel workbook. Please DO NOT change any of the purple report tabs on the left.

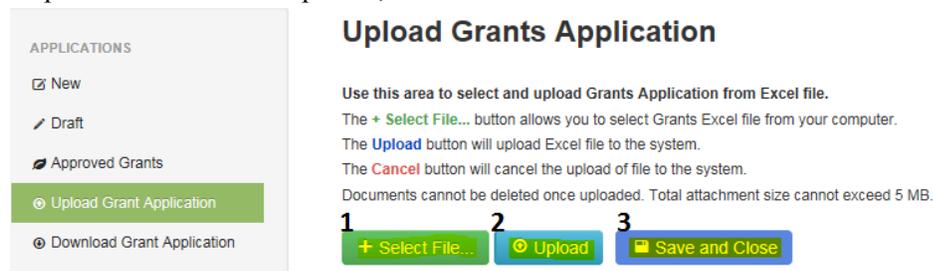


4. When you open the document, please read the instructions and note that the submission check will say "Okay to Submit" once all of the required information is filled out in the report.

Completion Report Submission Check	Okay to submit
Final Narrative	OK
Final Results of Objectives	OK
Timeline (no update required for completion report)	OK
Final Project Log	OK
Final Indicators	OK

Once you have completed the Completion Report you can upload it back to the PCGO portal following the steps below:

1. Click on "Upload Grants Application" on the left menu, then select your spreadsheet file. Then click "Upload" After the file uploads, click "Save and Close."



2. Once your completion report is uploaded, you can review it in the portal, print out the required completion signature form, and submit your completion report.