**MUCEP Process for Grant Allocation at Grenfell Campus**

1. Student Affairs Officer (Student Services) invites MUCEP applications for the new fiscal year *(March 15)*
2. Grant Applicant completes the MUCEP Funding Request Form for consideration by the Deans, Directors, or Department Heads including the FOAPAL organization code *(March 31).*
3. Once approved, the Deans, Directors or Department Heads office forwards the form to Student Affairs Officer, Student Services by the deadline date *(April 10).*
4. The MUCEP Allocation Committee meets twice to determine MUCEP allocations (May *1).* Members of the committee include: a representative from each School (appointed by the Dean), the Career Development Coordinator and the Student Affairs Officer. The first meeting determines the Spring allocation and the second meeting allocates for Fall and Winter.
5. Student Affairs Officer, Student Services advises departments, Human Resources, and Financial Services regarding successful applications *(June 10)*.
6. Financial Services records the budget to the successful departments in accordance with the allocations determined by the MUCEP Allocation Committee *(June 15)*.
7. Departments complete the Personnel Action Form – MUCEP and Undergraduate Student Employment Agreement form to hire students and forward to Human Resources and copy the Student Affairs Officer.
8. Student will complete MUCEP Agreement and give to Supervisor.
9. Since all budgets and Personnel Action forms will use the MUCEP line account, departments will be able to monitor their MUCEP allocations *(regularly)*.
10. Financial Services will provide detail and summary reports of variances to Student Affairs Officer, Student Services, upon request, to enable the monitoring of MUCEP allocations for the Campus. Student Affairs Officer, Student Services will follow up material variances with departments and redistribute MUCEP allocations, where necessary *(regularly)*.
11. Director of Finance provides accountability reports to St. John’s *(Mar. 15)*.

For further information please contact Student Services, gcstudentservices@mun.ca