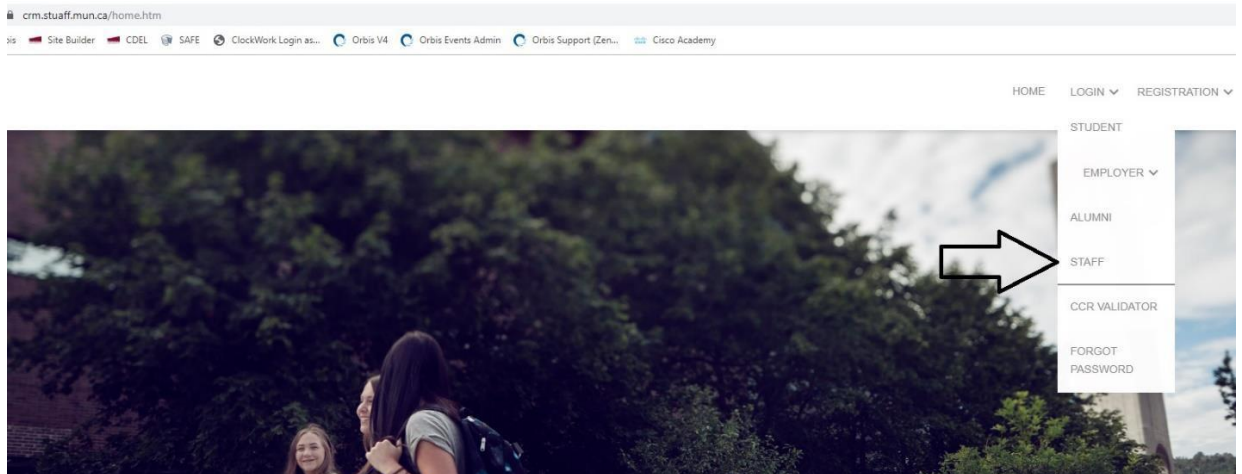


# How to Submit Your MUCEP Funding Application

## Step-by-Step Instructions

This document will outline the steps and provide screen shots to guide in the process of submitting a MUCEP request for funding application(s) for the upcoming academic year (2024-2025). Make sure to follow each step exactly. If there are any issues with this, please do not hesitate to email Carolyn Lono at [clono@mun.ca](mailto:clono@mun.ca) or Robert Ryan at [rwryan@mun.ca](mailto:rwryan@mun.ca).

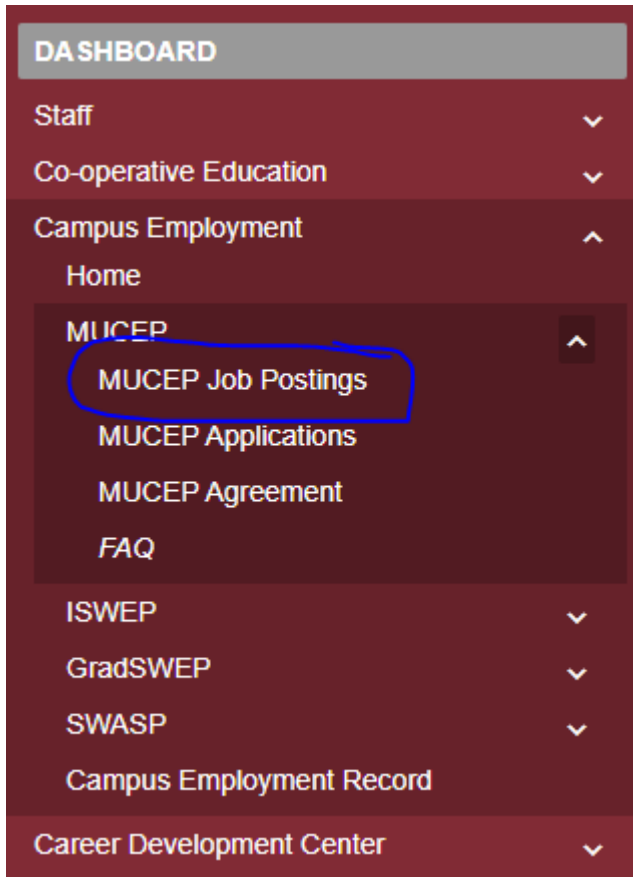
1. To start, open Google Chrome (do not use Internet Explorer) to the following site: <https://crm.stuaff.mun.ca>, and click "Login", then click "Staff".



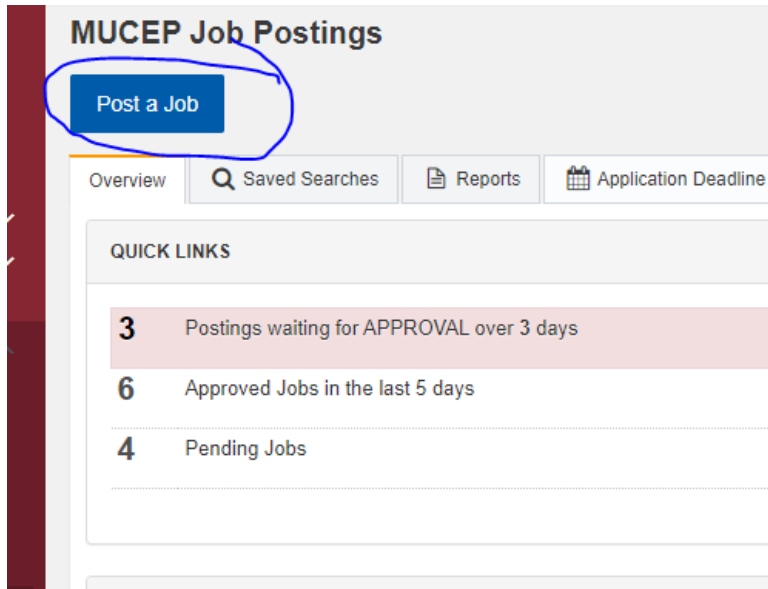
2. On the next screen, enter the license plate portion of your email (e.g., rwryan@mun.ca, license plate portion would be rwryan) and password. If you do not know this information, click “Login” and then click “Forgot Password”. You will receive a password reset email. Once you complete this, move on to Step 3.

The screenshot shows a web browser window with the URL `mun.ca/login/staff.htm`. The browser's address bar and tabs are visible at the top. The page content includes a navigation menu with links for HOME, LOGIN, and REGISTRATI. The main section is titled "Staff" and contains a login form. The form has two input fields: "USERNAME:" with the text "Sample Grantholder" and "PASSWORD:" with masked characters. A red "LOGIN" button is positioned below the password field. Two black arrows point to the username and password input fields.

3. After you have updated your password (if needed), you can proceed to post the Job/Funding Request. In the left-hand pane, select “Campus Employment”. Under that, select “MUCEP”, then select “MUCEP Job Postings”.



4. On this screen, select the blue-colored “Post a Job” button located near the middle of the screen.



5. On this screen, start the process of entering the job information (which includes the requested number of positions and hours). Of great importance on this page is the **job number**. In this example, it is 90084.

If your first name, last name, and email are not automatically filled in, click the blue-colored "Change Organization Contact". In the popup box, enter your username and select your name from the drop-down list. Your information should now be filled in.

**90084 - Untitled Posting**  
Memorial University Newfoundland and Labrador - Career Development

Job Posting

Job Posting Status:	Unsaved
Internal Status	Not Set

**By submitting this application, grantholders are agreeing to:**

- Participate in two brief, guided conversations with their student(s) to reflect and
- Encourage student's to post this experience on Memorial's Record of Experience

**Please note: Additional information and resources will be provided to grantholders**  
**Failure to participate in this process, will impact future funding.**

Company Info




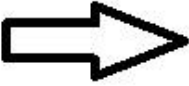





















If you do not want contact information to appear on your posting click on the "Clear Contact Info" button.

Clear Contact Info	
Organization :	Memorial University Newfoundland and Labrador
	<b>Change Organization Contact</b>
Division :	Career Development



6. Continue to scroll down the job posting page. If unsure of any selection or data to fill in, read the related instructions (located close to the question area) for more information.

An important part of MUCEP is the experience students gain through the process of applying for and being interviewed for a position. As a short-listed for positions to be interviewed prior to a final decision being made. The exception is the winter semester when the same student


Please note that Memorial University's policy on Conflict of Interest applies to the hiring of MUCEP students. The full policy can be found at

MUCEP Funding Category *:	 <ul style="list-style-type: none"><li><input checked="" type="radio"/> Students Helping Students. This Includes positions in which st</li><li><input type="radio"/> Research. This includes positions in which students use unive</li><li><input type="radio"/> Administration. This includes positions in which students perfo</li></ul> <p>Pick the MUCEP Funding Category that most closely represents your request.</p>
Term Posted :	2024/2025 
Research Area/Project *:	<input type="text"/> <small>If you selected Research in the MUCEP Funding Category above, please list the</small>
Grant Holder Name *:	<input type="text"/>
Grant Holder Email *:	<input type="text"/>
Department *:	--Select-- 
Job Title *:	<input type="text"/>
Job Description *:	 <div data-bbox="889 1136 1560 1335"><p>Source         </p><p><b>B</b> <i>I</i> <b>S</b> <i>I<sub>x</sub></i>        </p><p>Styles  Format  Font  Size </p></div>

7. Moving further down the job posting page, keep entering the required information. Please leave the Application Method at the first selection (as shown by the “UP” arrow below). Select the Documents that you require from the student. Many choose just a resume, but that is up to the Grantholder. Keep in mind that “Other” would be something like a drivers license of record of conduct.

		
		
Hours of Work *:	<input type="text"/>	MAX CHARS: 10000 CHARS REMAINING: 10000
		Flexible, Variable, Negotiable

**Posting Go Live**

Go Live Date:  


**Application Method**

Online


**Email Options**

Email all applications to the email specified on the posting after the applications are released


Do not email applications



**Application Information**

Application Deadline:\*    

Application Documents Required - New \*:


	Cover Letter	<input type="checkbox"/>
	Resume	<input checked="" type="checkbox"/>
	Transcript	<input type="checkbox"/>
	Other	<input type="checkbox"/>


8. Continue down the page. In this section, fill in the requested funding for proper semester. Select the number of students. Then select the number of hours (either 40 or 80 hour positions -- both cannot be selected). Then enter a brief explanation of why funding is needed. Don't forget to select BOTH check boxes under "Additional Information..." as these are required.

Memorial's Co-Curricular Record (CCR) is an official document that highlights and verifies the out of class learning and involvement of student


**Additional Information (Funding Request)**

**Spring Semester**

Spring Semester :     
 Enter the number of students requested for this semester


Funding per student (Spring) :     
 Indicate if position(s) are 40 or 80 hour


**Fall Semester**

Fall Semester :     
 Enter the number of students requested for this semester

Funding per Student (Fall) :     
 Indicate if position(s) are 40 or 80 hour

**Winter Semester**

Winter Semester :     
 Enter the number of students requested for this semester


Funding per Student (Winter) :     
 Indicate if position(s) are 40 or 80 hour

Highest Need Semester \*:

Spring  
 Fall  
 Winter

Please indicate your semester of highest priority

Explanation of Funding Request \*:

  Please enter an explanation of why

Additional information and resources will be provided. Failure to participate in this process, will impact future funding.

By submitting this application, I agree to *:	Participate in two brief, guided conversations with their student(s) to reflect and discuss position expectations, learning outcomes, skill development and academic linkages <input type="checkbox"/>
By submitting this application, I agree to *:	Encourage students to post this experience on Memorial's Record of Experience (MORE) <input type="checkbox"/>



9. Please select the checkbox near the bottom of the screen to the right of the Signature area. Then select "Save Posting".

an

Leadership/Innovation

Digital Literacy

Select Minimum of 3 and Maximum of 5

**Make sure to fully read these instructions before proceeding.**

1. To confirm this request, click the checkbox on the far right in the Confirmation section below, and then click **Save Posting**. On the next screen click **Save**.
2. Once this form has been saved, click the Blue bubble in the bottom right of your screen, then under the "**Posting Options**" dropdown arrow, Select **Print**. Open the PDF from the box in the bottom left of your screen.
3. **Important Note:** You should **Save** (or download) this PDF to your Computer.
4. This form must be Digitally signed by your **Dean/Director/Department Head**. See Step 5 for creating a Digital Signature (if needed).
5. **CLICK HERE** for information on how to add a Digital Signature to your job posting PDF. **Right-click the link to open in a new tab.**
6. Once your job posting has been Digitally signed, please send a copy to [mucep@mun.ca](mailto:mucep@mun.ca).

Deans/Directors/Department Head Signature \*:

I agree to have my Dean/Director/Department Head provide support for this position. The Dean/Director/Department Head signature indicates support to the applicant for MUCEP funding, acknowledges that all students hired under MUCEP will meet the minimum requirements, and confirms that this Academic/Administrative Unit shall take administrative responsibility for the students.

Dean/Director/Department Head Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Save Posting Preview Posting Delete Posting

10. As part of building student awareness of the skills and competencies they will develop as a result of working a MUCEP or ISWEP position, we ask grantholders to identify the competencies that will be gained as a result of completing this position. Please select a minimum of three (up to a maximum of five) competencies from the list on the next screen. These skills will be included in the job posting and provide students with the awareness of the opportunity to develop such skills if they are the successful candidate. For detailed descriptions each competency, click [here](#).

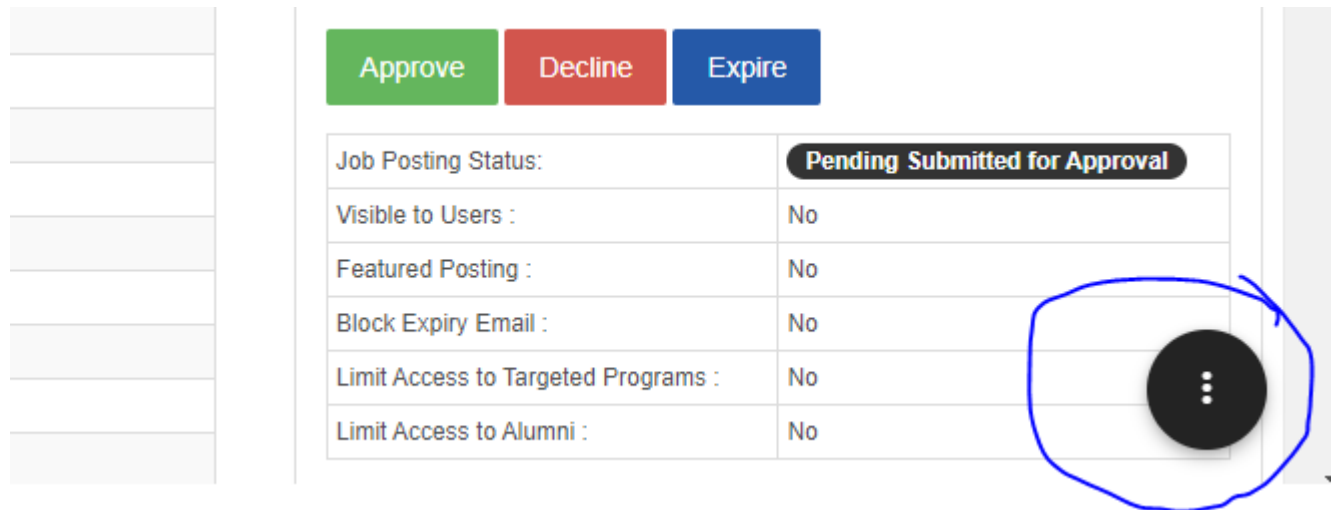
After you have selected between three and five of the competencies, click the “Save” button on the bottom. Also, click “Save” on the next page.

Assignable Competencies:

SELECT ALL

- Academic Knowledge - Institutional Core Competencies
- Adaptability / Resilience - Institutional Core Competencies
- Communication - Institutional Core Competencies
- Creative Thinking / Problem Solving - Institutional Core Competencies
- Digital Literacy - Institutional Core Competencies
- Diversity Awareness / Intercultural Understanding - Institutional Core Competencies
- Leadership and Innovation - Institutional Core Competencies
- Professionalism - Institutional Core Competencies
- Social / Civic Responsibility - Institutional Core Competencies
- Teamwork - Institutional Core Competencies

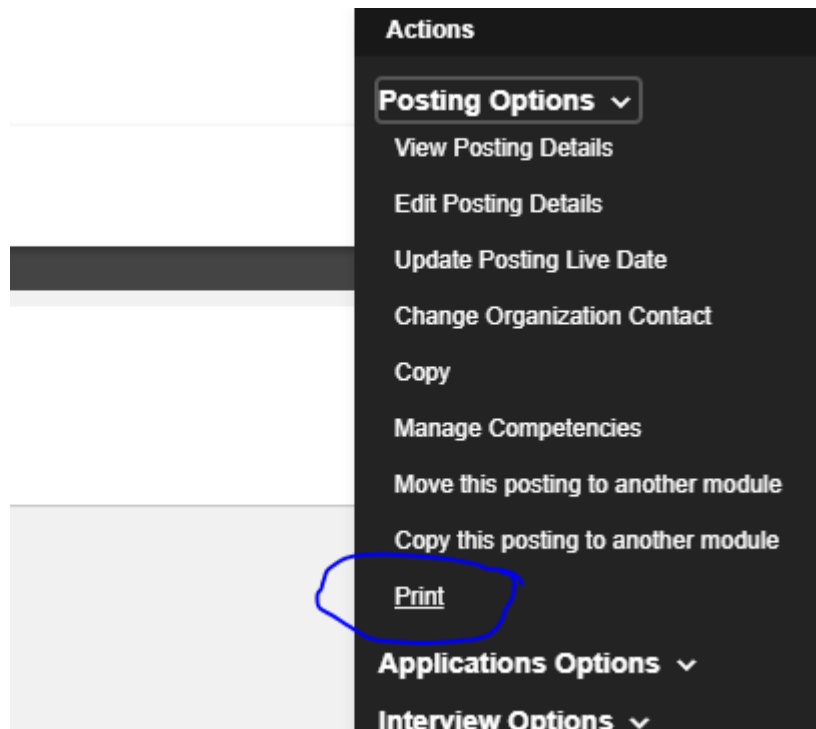
11. On the next screen, click the “Action Circle” in the bottom right on the screen, then click “Posting Options”, then click “Print” in the menu that pops up. **Important Note: If you do not print right away, when you log back in to print this job you will just have to do this step (Step 11) again.**



The screenshot shows a job posting management interface. At the top, there are three buttons: "Approve" (green), "Decline" (red), and "Expire" (blue). Below these is a table with the following details:

Job Posting Status:	<b>Pending Submitted for Approval</b>
Visible to Users :	No
Featured Posting :	No
Block Expiry Email :	No
Limit Access to Targeted Programs :	No
Limit Access to Alumni :	No

In the bottom right corner of the table area, there is a black circular "Action Circle" containing three white dots, which is circled in blue.



The screenshot shows the "Actions" menu for a job posting. The menu is dark grey and contains the following options:

- Posting Options** (with a dropdown arrow)
- View Posting Details
- Edit Posting Details
- Update Posting Live Date
- Change Organization Contact
- Copy
- Manage Competencies
- Move this posting to another module
- Copy this posting to another module
- Print (circled in blue)
- Applications Options** (with a dropdown arrow)
- Interview Options** (with a dropdown arrow)

12. The PDF application will open with the details of the MUCEP funding request. Print the PDF and have this form signed/dated by the Department Head. Please don't forget to print your name too. Scan to the attention of Carolyn Lono at [mucep@mun.ca](mailto:mucep@mun.ca).
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**Deans/Directors/Department Head Confirmation**

I agree that by signing this form, I offer my support to this applicant for MUCEP Funding, acknowledge that all students hired under MUCEP will meet the minimum requirements as set forth and confirm this Academic/Administrative Unit shall take administrative responsibility for the students.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Print Name: \_\_\_\_\_  
20\_\_\_\_

13. You should also see your competencies on the main job posting screen. **DO NOT** click the "Approve" button, as this will be completed by Student Life staff.

The screenshot shows a job posting interface. On the left, there is a vertical list of items with a large arrow pointing to the 'Anticipated Competencies' section. This section contains a list of three items: Academic Knowledge, Adaptability / Resilience, and Communication. Below this is the 'POSTING ADMINISTRATION' section, which features three buttons: 'Approve' (green), 'Decline' (red), and 'Expire' (blue). A large black 'X' is drawn over the 'Approve' button. Below the buttons, there are two rows of information: 'Job Posting Status:' with a value of 'Pending Sub' and 'Visible to Users:' with a value of 'No'.