How to Submit Your ISWEP Funding Application

Step-by-Step Instructions

This document will outline the steps and provide screen shots to guide in the process of submitting an ISWEP request for funding application(s) for the upcoming academic year (2021-2022). Make sure to follow each step exactly. If there are any issues with this, please do not hesitate to contact Carolyn Lono (clono@mun.ca) or Robert Ryan (rwryan@mun.ca) for assistance.

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”.

![Login Screen](image-url)
2. On the next screen, enter the license plate portion of your email (e.g., clono@mun.ca, license plate portion would be clono) and password. If you do not know this information, click “Login” and then click “Forgot Password”.
3. After you have updated your password (if needed), you can proceed to post the Job/Funding Request. In the left-hand pane, select “Career”.

![Image of the dashboard with an arrow pointing to the Career option]
4. In the same left-hand pane under the expanded menu of “Career”, select “ISWEP”.
5. On the next screen, in the expanded menu under “ISWEP” select “ISWEP Job Postings”.

Winter 2019 ISWEP positions will be posted from Friday, January 10 at 5:

Please note that hiring units are responsible for screening student applications.

CLICK HERE TO SUBMIT

To be eligible for a Fall 2019 ISWEP position a student must meet the following criteria:

1. Is a full-time international undergraduate student registered in at least three credit courses during the semester.
2. Has a 60% or above cumulative average or a 60% or above average in the last ten courses or has an equivalent level of student standing.
3. Must not work more than 80 ISWEP hours in a semester, or 80 hours of combined ISWEP and MUCEP positions in a work term during the semester in which the ISWEP application is submitted.

*Spring – one course registration is required.

PLEASE DO NOT CLICK THE LINKS BELOW UNLESS INSTRUCTED TO DO SO.
6. On this screen, select the blue-colored “Post a Job” button located near the middle of the screen.

![Image of ISWEP Job Postings page with blue "Post a Job" button highlighted]
7. 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 63420. Your screen may look slightly different with new versions of the software, but the process remains the same.

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.
8. 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.

### Job Posting Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Student Life: Answers</td>
</tr>
<tr>
<td>Grant Holder Name</td>
<td>Sample Grantholder</td>
</tr>
<tr>
<td>Grant Holder Email</td>
<td><a href="mailto:granholderadmin@mun.ca">granholderadmin@mun.ca</a></td>
</tr>
<tr>
<td>Position Type</td>
<td>ISWEP Position</td>
</tr>
<tr>
<td>Job Title</td>
<td>Sample Job Name</td>
</tr>
</tbody>
</table>

**Note:**
The Hours of Work should be manually filled in here because if you indicate “Various” in the “Hours of Work” question below.
9. Moving further down the job posting page, keep entering the required information. Do not update “Go Live Date” or “Application Deadline” or “Application Procedure”. We will do that.
10. 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.

### Additional Information (Funding Request)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Number of Students</th>
<th>Funding per Student</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Spring Semester</strong></td>
<td>1</td>
<td>40</td>
</tr>
<tr>
<td><strong>Fall Semester</strong></td>
<td>2</td>
<td>40</td>
</tr>
<tr>
<td><strong>Winter Semester</strong></td>
<td>1</td>
<td>40</td>
</tr>
</tbody>
</table>

- Select the number of students requested for each semester.
- Select the number of hours (either 40 or 80 hour positions -- both cannot be selected).
- Enter a brief explanation of why funding is needed.

Then enter a brief explanation of why funding is needed.
11. At the bottom of the job posting screen, select the button (or square) on the right as shown below. Next, on the bottom click the “Save Posting” button.
12. Scroll down on the next screen and click “Save”.
13. On the next screen, click the “Action Circle” in the bottom right on the screen, 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 13) again.**

14. The PDF application will open with the details of the ISWEP funding request. Save the PDF and email to your Dean/Director/Department Head for electronic signature (directions to create an electronic signature (for those who do not have one directions can be found here: [http://www.mun.ca/student/faculty-staff/Creating_a_Digital_Signature.pdf](http://www.mun.ca/student/faculty-staff/Creating_a_Digital_Signature.pdf)).

15. Email the signed form to Carolyn Lono at mucep@mun.ca.