How to Submit Your GradSWEP Funding Application

Step-by-Step Instructions

This document will outline the steps and provide screen shots to guide in the process of submitting a GradSWEP 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”.

![Google Chrome login screenshot](image-url)
2. On the next Screen, enter your username and password. If you do not know this information, contact Carolyn Lono or Robert Ryan (at the email noted above). If you require a new password, email Carolyn Lono or Robert Ryan, and you will receive a passcode with instructions on how to update your 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”.
4. In the same left-hand pane under the expanded menu of “Career”, select “GradSWEP.”
5. On the next screen, in the expanded menu under “MUCEP”, select “MUCEP Job Postings”.

You must submit a GradSWEP Agreement Form ONCE before you can view the job.

GradSWEP Applications
6. On this screen, select the blue-colored “Post a Job” button located near the middle of the screen.
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 63425. Your screen may appear a little different in newer versions of the software, but the process is exactly 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. You may need to update some fields, and then insert the Community Partner Name.
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.
9. Moving further down the job posting page, keep entering the required information.
10. Continue down the page. In this section, fill in the requested funding for proper semester. Select the number of positions, and the semester of highest need. Do not forget to check the two boxes in the Memorial Applicant section, and the one box to the far right in the External Community Partner section.
11. At the bottom of the job posting screen, 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, under “POSTING OPTIONS” click “Print” in the menu. 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 GradSWEP funding request. Print the PDF and have this form signed/dated by the Department Head. Scan to the attention of Carolyn Lono at mucep@mun.ca.

**Memorial Applicant**

Memorial Applicant Signature: ___________________________
Date: __________ 20_____

Dean/Director/Department Head: ______________________ Date: ______________ 20_____

**External Community Partner**

I acknowledge that my organization will provide 50% of the salary cost (plus 7% benefits) required to fund the proposed position(s), equal to $892 per approved placement. External Community Partner Signature: __________________________ Date: ______________ 20_____

[Signature]

[Date] 20_____