

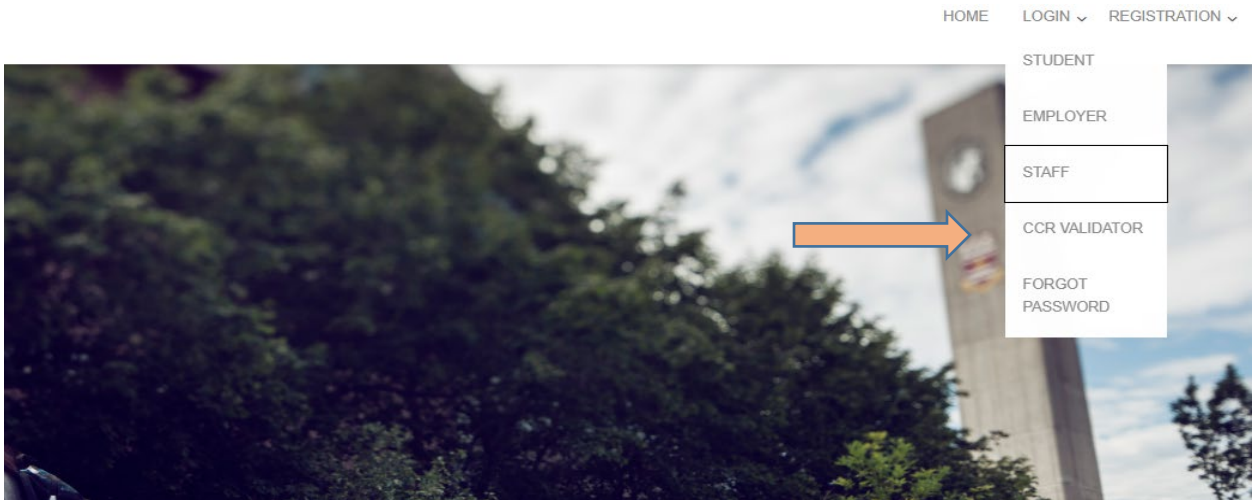
# How to Submit Your GradSWEP Funding Application

## Step-by-Step Instructions

**PLEASE NOTE:** You must have an Orbis account in order to continue with this application process. **If you do not have an account**, please contact Carolyn Lono (clono@mun.ca) or Robert Ryan (rwryan@mun.ca) for account set up. **Please be advised that this is not your regular MUN login username or password.**

This document outlines the steps and provides screen shots to guide in the process of submitting a GradSWEP request for funding application(s) for the academic year (2024-2025). If you encounter any issues, please contact Carolyn Lono ([clono@mun.ca](mailto:clono@mun.ca) ; [mucep@mun.ca](mailto:mucep@mun.ca)) or Robert Ryan ([rwryan@mun.ca](mailto:rwryan@mun.ca)) for assistance.

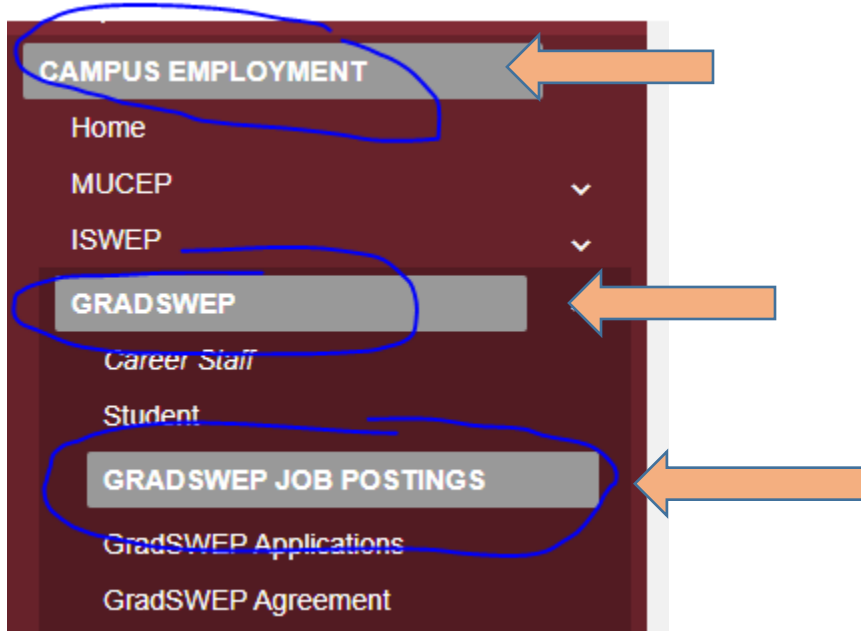
1. Open Google Chrome (do not use Internet Explorer) to the following site: <https://crm.stuaff.mun.ca> and click **Login**, then click **Staff**.



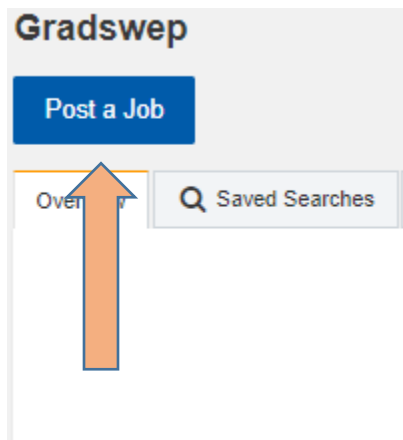
2. On the next screen, enter the license plate portion of your email (e.g., clono@mun.ca, license plate portion would be clono) and password. If you do not know your password, click **Login** and then click **Forgot Password**. Enter your Login ID (license plate portion of your email), then click **Email Reset Password Link**. You will receive a password reset email. Click the link at the bottom of the email to reset your password. Then navigate to the site in Step 1 (above) to enter your credentials.

A screenshot of the 'Staff' login form. The form has a title 'Staff' and a horizontal line below it. There are two input fields: 'Username:' and 'Password:'. Below the 'Password:' field is a red 'Login' button. Three orange arrows point to the 'Username:' field, the 'Password:' field, and the 'Login' button.

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**, then **GRADSWEP**, and finally **GRADSWEP JOB POSTINGS**.



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



- 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 78227.

78227 - Untitled Posting  
Memorial University - Career Development

Job Posting Status: Unsaved  
Internal Status: Not Set

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 manually, and then insert the Community Partner information.

**Company Information**

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

Clear Contact Info

Please fill in the required information for Memorial Applicant and Community Partner:

Organization *:	Memorial University
	<a href="#">Change Organization Contact</a>
Division *:	Career Development
Job Contact First Name *:	Carolyn
Job Contact Last Name *:	Lono
Phone *:	999.999.9999 ext. 9999 Enter the Memorial Applicant Phone number
Email *:	clono@mun.ca Enter the Memorial Applicant Email (if not already entered)
Community Organization *:	 Enter the Community Organization Name
Community Partner *:	 Enter the Community Partner Name
Phone *:	999.999.9999 Enter the Community Organization Phone Number
Email (Community Org) *:	 Enter the Community Organization Email
Proposal Initiated By: *:	<input type="radio"/> Memorial Partner <input type="radio"/> External Community Partner Select one of the options
Position Title *:	 Enter the Position Title


- Continue to scroll down the job-posting page. Leave the Term Posted at the default. 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

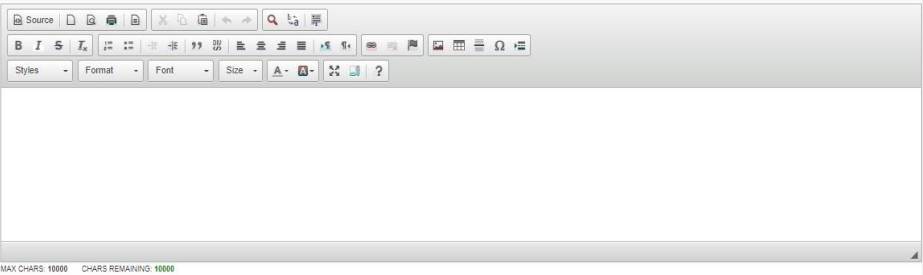
Enter Description for Job Posting Information


Term Posted: All

Job Title:

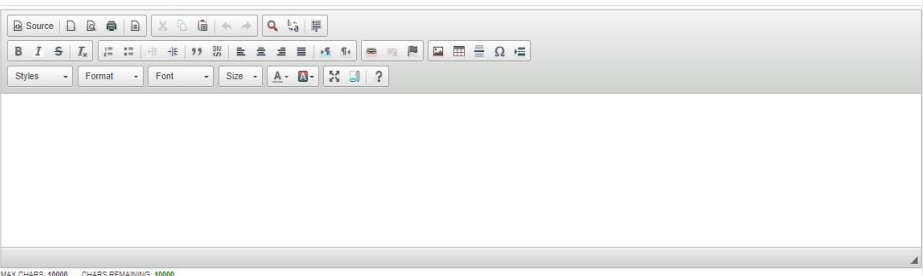
Project Description/Required Duties \*: 


MAX CHARS: 10000 CHARS REMAINING: 10000



Qualifications/Skills Required (Academic Specialization, Year of Study, etc.) \*: 

MAX CHARS: 10000 CHARS REMAINING: 10000




Hours of Work \*: 

Example: 9-5, Evenings, Weekends, etc.


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

Resume

Transcript

Other

7. Continue down the page. In this section, select the requested number of positions for each semester, and indicate the highest need semester.

Additional Information (Funding Request)	
Spring Semester :	<div style="display: flex; align-items: center;"> <div style="margin-right: 20px;"></div> <div style="border: 1px solid #ccc; padding: 5px; width: 150px;">--Select--</div> </div> <p style="font-size: small; margin-top: 5px;">Enter the number of positions requested for this semester</p>
Fall Semester :	<div style="display: flex; align-items: center;"> <div style="margin-right: 20px;"></div> <div style="border: 1px solid #ccc; padding: 5px; width: 150px;">--Select--</div> </div> <p style="font-size: small; margin-top: 5px;">Enter the number of positions requested for this semester</p>
Winter Semester :	<div style="display: flex; align-items: center;"> <div style="margin-right: 20px;"></div> <div style="border: 1px solid #ccc; padding: 5px; width: 150px;">--Select--</div> </div> <p style="font-size: small; margin-top: 5px;">Enter the number of positions requested for this semester</p>
Highest Need Semester *:	<div style="display: flex; align-items: center;"> <div style="margin-right: 20px;"></div> <div style="border: 1px solid #ccc; padding: 5px;"> <input type="radio"/> Spring  <input type="radio"/> Fall  <input type="radio"/> Winter         </div> </div> <p style="font-size: small; margin-top: 5px;">Please indicate your semester of highest priority</p>

8. Check the two boxes in the Memorial Applicant section, and the box to the far right in the External Community Partner section. Then click **Save Posting**.

**Please Note:**  
 GradSIVEP funding is based on the salary cost of \$22.22 per hour (plus 7% benefits) for 75 hours  
 We acknowledge that the Memorial Unit will ensure that all students hired under this program meet the minimum requirements as set forth, and that the Memorial Unit shall take administrative and supervisory responsibility for the students.

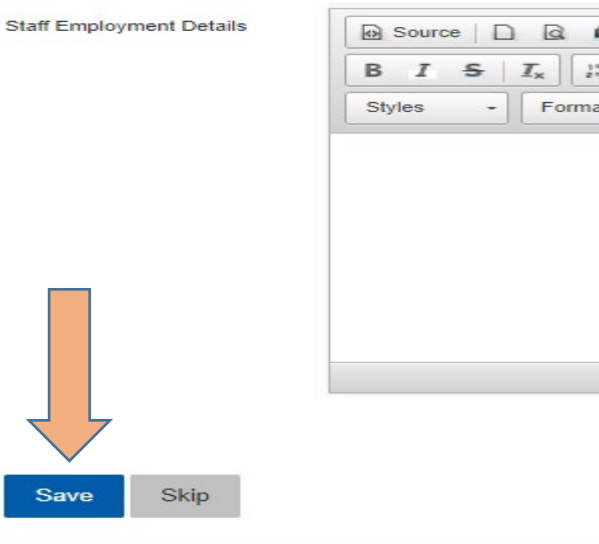
Memorial Applicant *:  1. Make a selection below, and then click <b>Save Posting</b> . 2. Once this form has been saved, you must click the <b>Print</b> button. 3. Once printed, please sign and date the form. 4. Once signed, scan and send a copy to clono@mun.ca	<table border="1" style="width: 100%;"> <tr> <td style="width: 80%;">Memorial Applicant Signature: _____ Date: _____ 20__</td> <td style="width: 20%; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Dean/Director/Department Head: _____ Date: _____ 20__</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> <p style="font-size: x-small; margin-top: 5px;">Please select BOTH items above, and ensure both signatures and dates are affixed to printed copy.</p>	Memorial Applicant Signature: _____ Date: _____ 20__	<input type="checkbox"/>	Dean/Director/Department Head: _____ Date: _____ 20__	<input type="checkbox"/>
Memorial Applicant Signature: _____ Date: _____ 20__	<input type="checkbox"/>				
Dean/Director/Department Head: _____ Date: _____ 20__	<input type="checkbox"/>				
External Community Partner *:  <div style="text-align: center;"></div>	<p>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</p> <p>Signature: _____ Date: _____ 20__</p> <p style="font-size: x-small;">Please select the Box on the far right above to confirm the acknowledgement.</p> <div style="text-align: right; margin-top: 10px;"> <input type="checkbox"/> </div>				

Save Posting

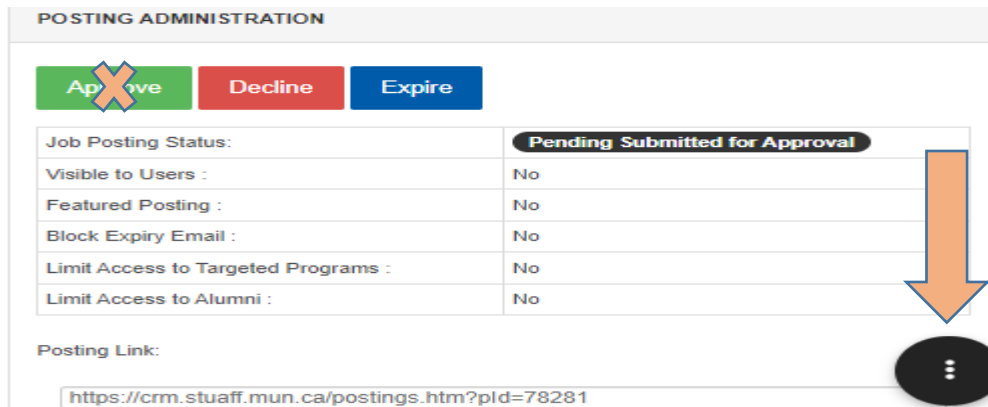
Preview Posting

Delete Posting

9. On the next screen, scroll down and click **Save**.



10. On the next screen, **DO NOT click the Approve button**. Click the **Action Circle** in the bottom right on the screen (3 dots in the button). In the menu that pops up, click **Posting Options**, then click **Print**. **Important:** 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 10) again. You can reload your job posting by navigating to **GradSWEP JOB POSTINGS**, click the **Action Button** and select **Admin Job Search**. In the search screen that pops up, enter your job # that you noted in Step 5(above) into the **Job ID** search field. Select **Next** at the top and your job will load.



11. The PDF application will open with the details of the GradSWEP funding request. Print the PDF and have signed/dated by the Dean/Director/Department Head. Email to Carolyn Lono, [clono@mun.ca](mailto:clono@mun.ca) or [mucep@mun.ca](mailto:mucep@mun.ca).