# 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 Tina Squires (tsquires13@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 Tina Squires (tsquires13@mun.ca ; mucep@mun.ca) or Robert Ryan (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**.
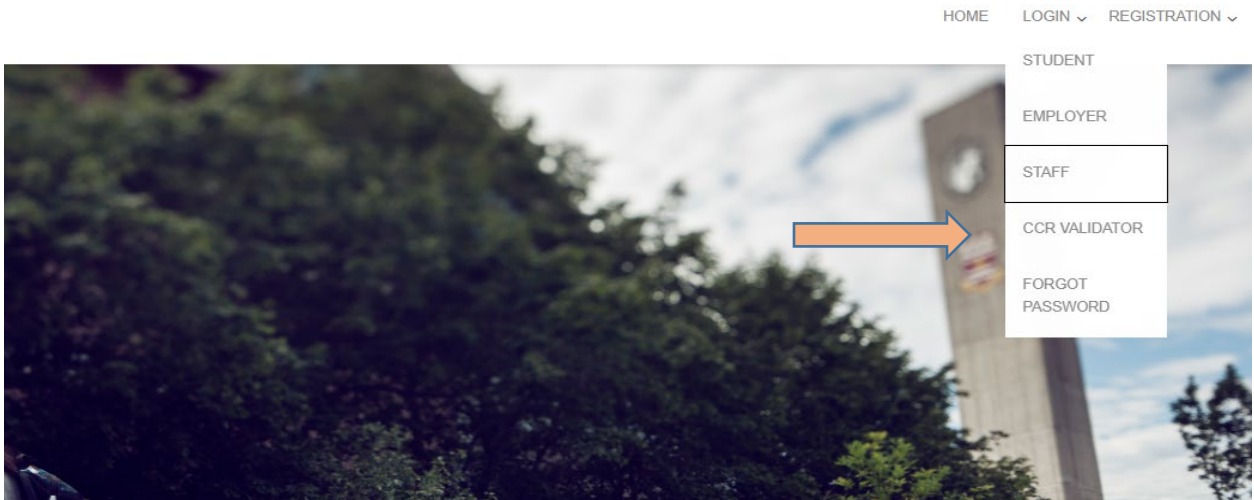

2. On the next screen, enter the license plate portion of your email (e.g., rwryan@mun.ca, license plate portion would be rwryan) and password. If you do not know your paassword, click **Login** and then click **Forgot Password**. Enter your Login ID (license plate portion of your email), then click **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.

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**.
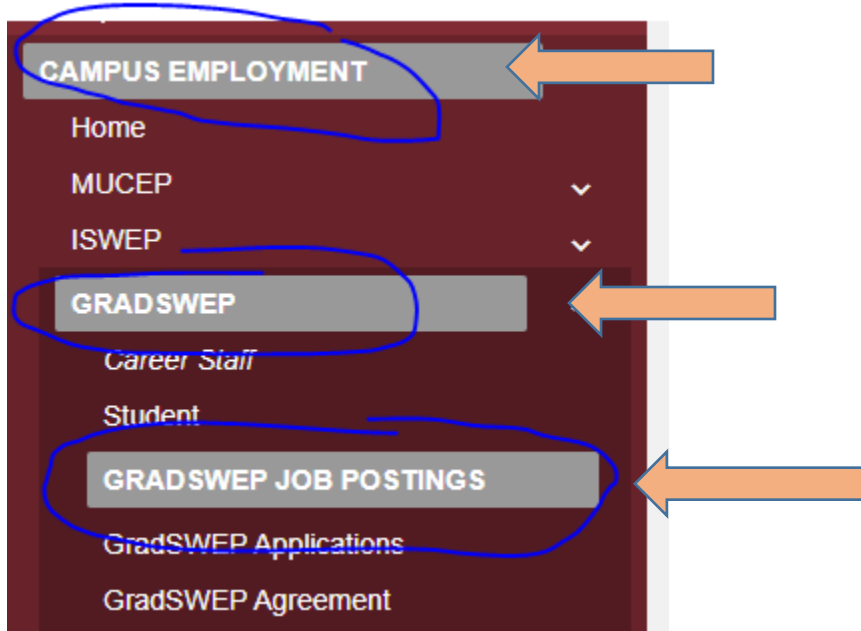
4. On this screen, select the blue-colored **Post a Job** button located near the middle of the screen.
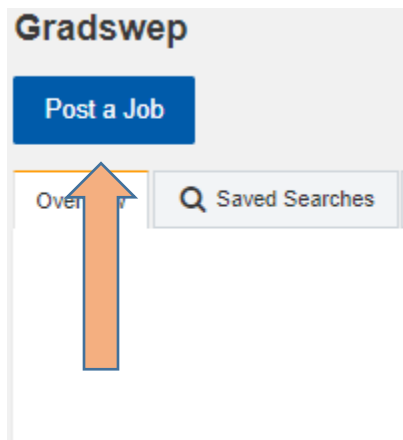
5. On this screen, start the process of entering the job information (which includes the requested number of positions and hours). Of great importance on this page is the **job number**. In this example, it is 78227.

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.

6. 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:	03/12/20__ :59 PM

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:*	04/11/20__ 11:5_ _M

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 :	--Select-- ▼ Enter the number of positions requested for this semester
Fall Semester :	--Select-- ▼ Enter the number of positions requested for this semester
Winter Semester :	--Select-- ▼ Enter the number of positions requested for this semester
Highest Need Semester *:	○ Spring ○ Fall ○ Winter Please indicate your semester of highest priority

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:
GradSWEP 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 *:	Memorial Applicant Signature:_____ Date:_____20____ ☐
	Dean/Director/Department Head:_____ Date:_____20____ ☐
	Please select BOTH items above, and ensure both signatures and dates are affixed to printed copy.

1. Make a selection below, and then click Save Posting.
2. Once this form has been saved, you must click the Print button.
3. Once printed, please sign and date the form.
4. Once signed, scan and send a copy to clono@mun.ca

| 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____ ☐
	Please select the Box on the far right above to confirm the acknowledgement.

Save Posting | Preview Posting | Delete Posting

9. On the next screen, scroll down and click **Save**.
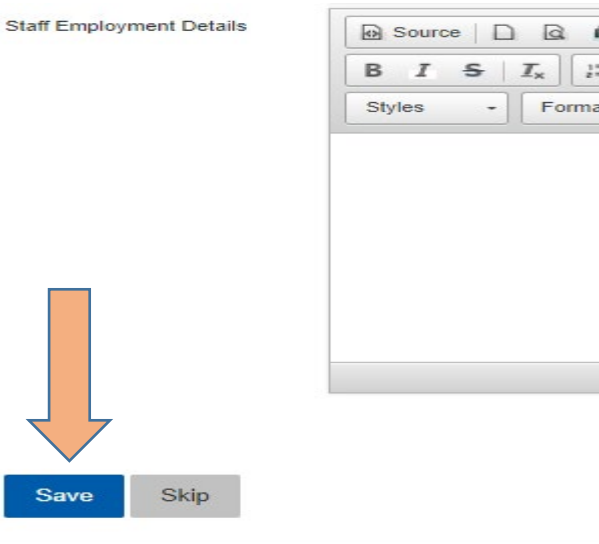
10. On the next screen, **DO NOT click the Approve button**. Click the **Action Circle** in the bottom right on the screen (3 dots in the button). In the menu that pops up, click **Posting Options**, then click **Print**. **Important**: If you do not print right away, when you log back in to print this 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.
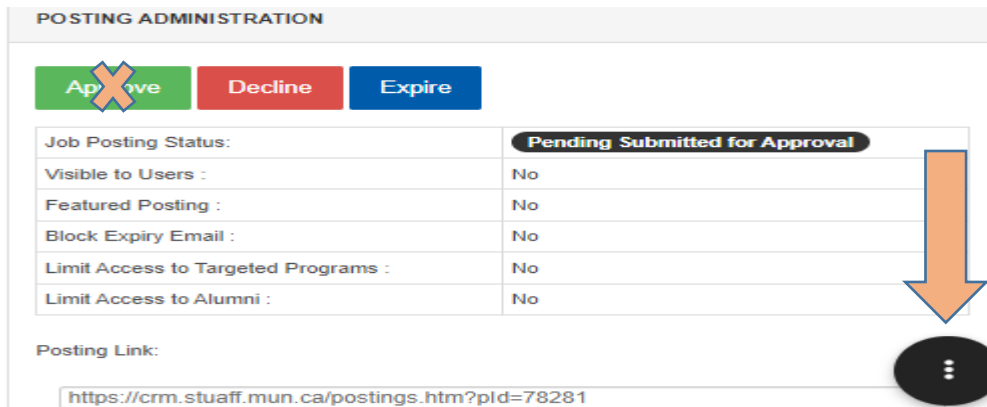
11. The PDF application will open with the details of the GradSWEP funding request. Print the PDF and have signed/dated by the Dean/Director/Department Head. Email to Tina Squires, tsquires13@mun.ca or mucep@mun.ca.