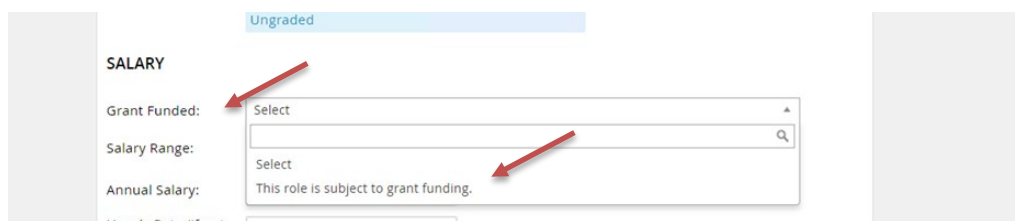


## How to Add Grant-Funded Language to Offer Letter

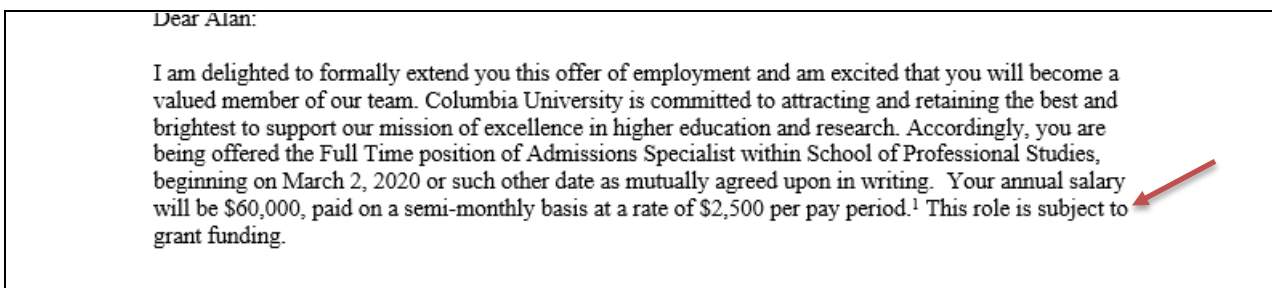
This job aid explains how to add specific language to an offer letter template to indicate a position is grant-funded using a new drop-down field on the Offer Card. The drop-down field will contain the sentence “This role is subject to grant funding”.

If you select this text, it will be added as a merge field to any of the offer letter templates. If the position is not grant-funded, no need to select anything; the text will not show up on the template. HR Levels 2, 3 and 4 can create offer letters. You should already be familiar with the Offer Card before you review this job aid.

1. Fill out the offer card as you normally would when you select a finalist.
2. At the **Grant-Funded** drop-down field (under the **Salary** section), select the sentence to add it to the offer letter. If the position is not grant-funded, do not select anything.



3. Click **Merge document** to create your offer letter. Once the document has been merged, open it to confirm the text has been added. It will appear as the last sentence of the first paragraph on all offer letter templates.



4. If you did not select the text because it does not apply to the position, when you merge the document, you will see **GENERIC\_GRANTFUNDED\_\*** under “Missing merge information”. Click ignore to proceed. The text will not be added to the offer letter.

