

## MEMORANDUM

**To:** CUNY Grants Officers, CUNY Principal Investigators  
**From:** Research Foundation of the City University of New York  
**Subject:** Announcing the New OneRF Report Viewer Role  
**Date:** Wednesday, June 10, 2026

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**Summary:** *This memorandum announces the OneRF Report Viewer role, provides further context on what Report Viewers can access, and details on how to assign the role.*

The Research Foundation of the City University of New York (RFCUNY) is pleased to announce the availability of a new Report Viewer role in OneRF. This role is designed to provide visibility into reports available through the OneRF Report Dashboard while maintaining appropriate security and business process controls.

### About the Report Viewer Role

The Report Viewer role allows individuals to access reports available to Principal Investigators and Grants Officers via the OneRF Report Dashboard. This role provides view-only access to reporting data. Individuals assigned to this role will not have business process approval rights. The Report Viewer role is intended solely for reporting and review purposes and does not provide workflow approval or transaction processing capabilities.

To review which reports are available to the Report Viewer role, please visit RFCUNY's [OneRF Report Dashboard page](#). This page provides an overview of the current reporting capabilities available in OneRF, as well as the reports available to each role, including Report Viewer.

### Assigning the Report Viewer Role

There are two levels of access available for Report Viewers.

- **Grant-Level Assignment (for Principal Investigator Reports in Report Dashboard)**  
The Report Viewer role may be assigned to any individual working with a PI who would require access to review reports on a specific Grant available to Principal Investigators in the OneRF Report Dashboard. To request this assignment please submit a Help Case in OneRF or email your RFCUNY Project Administrator (Grant Manager in OneRF). Please review RFCUNY's [System Access and Roles Assignment page](#) to learn what information to provide.
- **Grant Officer-Level Assignment (for Grants Officer Reports in Report Dashboard)**  
The Report Viewer role may also be assigned at the Grant Officer level to individuals in the Grants Office or Research and Sponsored Programs Office. This assignment provides access to reports available to Grants Officers in the OneRF Report Dashboard. To request this assignment, please submit a Help Case in OneRF or email the Grant Access Team at [GrantAccessTeam@rfcuny.org](mailto:GrantAccessTeam@rfcuny.org). Please review RFCUNY's [System Access and Roles Assignment page](#) to learn what information to provide.

## More Information

For more information on OneRF and the Report Viewer role, please review these resources:

- [OneRF Report Viewer Role: Frequently Asked Questions](#) – information from this announcement presented as an easily scannable FAQ document suitable for quick answers.
- [System Access and Roles Assignment](#) – More information on how RFCUNY manages grant access and what information to provide when requesting access.
- [Instructions on how to pin the Dashboard to the OneRF homepage](#) – this guide assists users in finding the OneRF reports as quickly and efficiently as possible.
- [OneRF Information Hub](#) – RFCUNY's central repository for information about OneRF.

For other questions not addressed in these resources, please contact RFCUNY using the OneRF Case Management system. This will direct your question to the RFCUNY subject matter expert who is best-positioned to provide an answer.