

Memorandum

To: CUNY Principal Investigators, RFCUNY Staff, CUNY Grants Officers, CUNY Administrators
From: The Research Foundation of the City University of New York
Subject: Final Reminder: OneRF Deadlines and Update on Contract Manager
Date: December 11, 2025

The Research Foundation of the City University of New York (RFCUNY) is sending this memorandum to remind all individuals about important deadlines for finance, grants and contracts, procurement, and contracts that are related to the launch of OneRF. This memorandum also contains an important update on Contract Manager.

In the coming days, the Research Foundation of the City University of New York (RFCUNY) will begin disabling existing functions to start the process of launching **OneRF** (powered by Workday).

This means that you must act now to ensure that your necessary tasks are complete.

You can - and need to - prepare now for the launch of OneRF. In order to support the development and data migration necessary to launch OneRF, access to RFCUNY's existing grants and contracts, procurement, and finance systems will close on the dates listed below. Processes will also have brief blackout windows when we ask that you hold transactions until they can be input into the new OneRF system. The remaining dates and deadlines are:

- **Friday, December 12, 2025:** Last day to access the following existing RFCUNY systems and processes:
 - Account Establishment (including agency funds)
 - Forward Funding (including guaranteed funding)
 - Summer Salary
- **Monday, December 15, 2025:** Last day to access the following existing RFCUNY systems and processes:
 - Contract Manager (payment requests)
 - ePay submissions and other payment requests
 - Purchase Orders
- **December 18, 2025:** Last day to access Contract Manager (all other functions not noted above)
- **December 19, 2025 - January 4, 2026: Grants and Contracts; Finance; Procurement; and Contract Manager Blackout:** All processes will be unavailable until OneRF launches.
- **Monday, January 5, 2026: OneRF Full go-live:** All grants & contracts; finance; and procurement functions will be available on the Workday platform. Contract Manager will also reopen with all functionality.

A full list of cutover dates is available on the [RFCUNY website](#). By submitting your transactions, requests, and documents today you will ensure that RFCUNY has ample time to smoothly process them and address any issues that may arise.

Update on Contract Manager

Important Note: As outlined previously, the last day to submit ICA and subaward amendments on Contract Manager was December 1, 2025. Contract Manager will remain open for **new** ICAs and subaward submissions and **all** contract submissions (new and amendments) through December 18, 2025. Contract Manager will be completely closed between December 19, 2025, and January 4, 2026, and the Office of Legal Affairs staff will also not have access to the system during that period. If there is an urgent need to process a transaction during that time, please contact LegalAffairs@rfcuny.org. Otherwise, we will resume processing all transactions when Contract Manager reopens January 5, 2026.

More Information and Resources

We have developed additional resources on the OneRF cutover process to help you during this period of growth and transition.

- [OneRF Cutover Information Page](#) – information related to the technical transition of RFCUNY systems including the deadlines and blackout dates outlined above as well as Frequently Asked Questions with detailed information and guidance.
- [OneRF Cutover Frequently Asked Questions](#) - these FAQs provide more detailed information and guidance on the processes, systems, and deadlines related to the transition between our current systems and OneRF and Workday.
- [OneRF Human Resources Deadlines](#) – RFCUNY’s human resources functions are also evolving and growing with the launch of OneRF (powered by Workday).

In addition, we publish and regularly update our general OneRF information:

- [OneRF Information Hub](#) – general information about OneRF, and links to previous communications.
- [OneRF General Frequently Asked Questions](#) – these FAQs provide answers to many general questions about the OneRF initiative, Workday, and our work to evolve RFCUNY’s systems.

OneRF will launch with step-by-step job aids to support the most important functions necessary to do your job. You will need the information and documentation specific to your transaction - the job aids are designed to help you with the rest, guiding you step-by-step through the submission process.

Your OneRF login and password will be different than your current RFCUNY login information. After OneRF launches, you will be able to go to the RFCUNY website and claim your login ID. Detailed information on how to claim your login ID will be available at launch.

It is important to note that **OneRF** will evolve RFCUNY’s finance, grants management, procurement, and human resources systems. CUNY is undertaking a separate Workday implementation, called

CUNYWork, which is scheduled to go live in January 2027 and is focused on the systems at the City University of New York and its campuses.

Thank you for your attention, and if you have further questions not addressed in the information above, or if you have an urgent issue that requires an immediate resolution, please do not hesitate to contact us using [our OneRF questions form](#).