# OneRF 101 Webinars and Office Hours for Principal Investigators and Faculty

The Research Foundation of the City University of New York (RFCUNY) is pleased to offer a series of **robust, intensive training sessions** for Principal Investigators (PIs), focused on the highest-priority topics that we have identified through feedback from faculty and CUNY Grants Officers.

This curriculum will consist of two types of sessions:

- **Webinar-style sessions** – a series of demonstrations each focused on a key functional area featuring key workflows. We will also have RFCUNY subject matter experts on hand to answer questions. *All sessions will be recorded and RFCUNY will make the recordings available for PIs and faculty to review on an on-demand basis.*

- **Office Hours -** real-time drop-in sessions, organized by subject area that will give PIs and faculty the ability to address immediate questions on general OneRF workflows.

*It is important to note that questions about an individual grant, employee, or task are better addressed using the OneRF case management tool.*

## WEEK OF JANUARY 26, 2026

**Tuesday, January 27, 2026 | 1:00–2:30 PM – WEBINAR: Orientation to OneRF and Delegations**
**Key topics will include:** This session will walk faculty through the OneRF platform and the evolution of RFCUNY processes. It will also explore navigating OneRF, main features of the system, best practices for search, how to delegate tasks, and the RFCUNY approach to system and platform changes. The demonstration will be followed by RFCUNY team members responding to questions.
**Join the meeting** | Meeting ID: 253 854 024 772 40 | Passcode: re7nb7W2

**Wednesday, January 28, 2026 | 1:00–3:00 PM – WEBINAR: Human Resources: Time & Payroll**
**Key topics will include:** updating work schedules, completing and approving timesheets, entering timesheets for individuals who have multiple appointments. The demonstration will be followed by RFCUNY Human Resources team members responding to questions.
**Join the meeting** | Meeting ID: 291 950 565 122 49 | Passcode: 48qJ7KE9

**Thursday, January 29, 2026 | 1:00–3:00 PM – WEBINAR: Procurement (Stipends)**
**Key topics will include:** The first of two procurement sessions, this will cover key processes related to the new stipend process. The demonstration will be followed by RFCUNY Procurement and Payables team members responding to questions.
**Join the meeting** | Meeting ID: 229 765 753 310 08 | Passcode: UU9tj9FB

**Friday, January 30, 2026 | 1:00–3:00 PM – WEBINAR: Procurement (Invoicing & Requisition)**
**Key topics will include:** The second of two procurement sessions will cover invoicing and requisition processes. The demonstration will be followed by RFCUNY Procurement and Payables team members responding to questions.
**Join the meeting** | Meeting ID: 251 672 708 339 02 | Passcode: N4rh29ui

# WEEK OF FEBRUARY 2, 2026

**Monday, February 2, 2026 | 1:00–3:00 PM – WEBINAR: Human Resources (Hiring & Onboarding)**
**Key topics will include:** Onboarding new staff, understanding and completing personnel requisitions, hiring and onboarding workflows. The demonstration will be followed by RFCUNY Human Resources team members responding to questions.
**Join the meeting** | Meeting ID: 274 246 929 274 88  | Passcode: gW3oo2Dd

**Tuesday, February 3, 2026 | 10:00–11:30 AM – OFFICE HOURS: Procurement & Payables**
Members of the RFCUNY Procurement & Payables team will be available to answer workflow-related questions on invoicing, purchase requests, stipends, and other procurement topics.
**Join the meeting** | Meeting ID: 246 003 366 800 8  | Passcode: Fs3nV2zR

**Wednesday, February 4, 2026 | 1:00–3:00 PM – WEBINAR: Expense Reporting**
**Key topics will include:** PI out-of-pocket reimbursements, P-Card reconciliation, and spend authorizations, Open Q&A with the RFCUNY P-Card team.
**Join the meeting** | Meeting ID: 243 559 226 432  | Passcode: oH23Jr2L

**Thursday, February 5, 2026 | 10:00–11:00 AM – OFFICE HOURS: Human Resources**
Members of the RFCUNY Human Resources team will be available to answer workflow-related questions related to time and leave; hiring, onboarding of staff, and other human resources issues.
**Join the meeting** | Meeting ID: 247 298 945 341 30  | Passcode: N8pH95jW

**Friday, February 6, 2026 | 10:00–11:00 AM – OFFICE HOURS: Finance & Expense Reporting**
Members of the RFCUNY Finance team will be available to answer workflow-related questions related to reimbursements, reconciliation, and spend authorizations.
**Join the meeting** | Meeting ID: 262 317 023 446 15  | Passcode: N2cY6tj6

**Friday, February 6, 2026 | 1:00–3:00 PM – WEBINAR: Grant Reporting**
**Key topics will include:** understanding the new reporting features in OneRF, including how to view Grant Trial Balance and Grant Budget and Expense reports. The demonstration will be followed by RFCUNY Grants & Contracts team members responding to questions.
**Join the meeting** | Meeting ID: 211 129 097 063 83  | Passcode: Xo2eF3Bt