

## Memorandum

**To:** CUNY Principal Investigators, RFCUNY Staff, CUNY Grants Officers, CUNY Administrators

**From:** The Research Foundation of the City University of New York

**Subject: Key Changes to Finance, Grants Management and Procurement**

**Date:** December 30, 2025

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*The Research Foundation of the City University of New York (RFCUNY) is sending this memorandum to notify all recipients about key changes to its finance, grants management, and procurement processes that are related to the launch of OneRF.*

As part of RFCUNY's evolution and transformation of our systems to OneRF (powered by Workday), we would like to inform you of several important changes impacting our finance, grants management, and procurement systems. These changes will become effective on January 5, 2026. Please take a moment to read through the updates below.

### **Grants Management**

- **Grants Replace Project Accounts:** In OneRF, the term "Grant" replaces "Project Account," a.k.a., "Project Subaccount Year (PRSY)" used in RFCUNY's legacy system. In OneRF, a Grant serves as the financial mechanism for recording all transactions associated with a sponsored project, including revenue, expenses, commitments, and obligations. You will be able to find your Grant using the search bar in OneRF's Workday platform and searching by your legacy Project Account number.
- **Grant Names:** The naming convention for Grants will change in OneRF, incorporating more information, including the PI's abbreviated name, fund type, college, legacy Project Account number (for legacy grants). At launch, we will provide detailed information on the naming convention in the OneRF Launch FAQs. At any time, you can also find your Grant by searching for the legacy Project Account number in OneRF.
- **Grant Reporting Moves to OneRF:** Reports that will provide you with data on your grants similar to legacy reporting that was accessed through the RFCUNY website are in development and will be available in OneRF by mid-January 2026. They will provide you with similar data to previous reports and will include (but not be limited to): Grant Trial Balance and Grant Budget and Expense reports. Historical Grant data covering activity through December 2025 will continue to be accessible through the legacy Web Reports.

### **Finance (P-Cards)**

- **P-Card Credit Increases:** To integrate OneRF's Workday functionality, P-Card available credit increases will no longer be indicated on the grant or account as an encumbrance amount. P-Card available credit increases will be based on the confirmation of the funding source with appropriate available balance, the intended use of the additional funds, and the status of outstanding transactions.
- **Procurement Transactions Move to OneRF:** With the launch of OneRF's procurement functions, RFCUNY encourages P-Cardholders to utilize OneRF's catalog functionality for

general procurement transactions. These include transactions such as research supplies, office supplies, and computer equipment (see below for further details). For suppliers not yet available through OneRF catalogs, P-Cardholders may continue to follow existing ordering and payment processes.

### **Procurement**

- **Catalog Shopping for Supplies and Other Non-Travel Purchases:** After January 5, 2026, PIs will now be able to use OneRF to shop directly from select RFCUNY suppliers (formerly referred to as “vendors”), rather than having to use P-Cards where catalog shopping is available or email Purchase Order requests to RFCUNY. OneRF will launch with suppliers representing our highest purchasing volume and we will add additional suppliers in the coming months (see below). ***Important note: as part of this change, the email [PO@rfcuny.org](mailto:PO@rfcuny.org) will be discontinued on January 5, 2026.***
- **New Supplier Onboarding:** If a PI cannot find their supplier in OneRF, PIs can request new non-catalog suppliers to be added to OneRF’s system for payment. This request will be made directly in OneRF (powered by Jaggaer). Suppliers will then be contacted directly and invited to register and provide information to RFCUNY OneRF using a secure environment, eliminating the need to transmit sensitive data via email.
- **New Process for Invoices and Receipts for Goods and Services:** Starting on January 5, 2026, PIs will no longer forward invoices to RFCUNY. Instead, PIs must use the Receipt function to receive all goods and services acquired via the requisition and purchase order (PO) process via OneRF (powered by Workday). This task will act as approval to pay the invoice when RFCUNY receives the invoice directly from a supplier. In other words, PIs will no longer have to receive invoices from suppliers and pass them to RFCUNY – instead invoices will be automatically matched with POs and receipts in OneRF, eliminating the administrative burden of the former ePay process. For more information, please review the job aids in the Procurement & Payables section of [our Training Resources](#).
- **New Process for Setting Up and Paying Stipend Recipients:** The new stipend process will have two steps to set up and process these transactions:
  - **Step 1: Setting up Stipend Recipients:** setup will take place via our new intake and registration process via Jaggaer, a state-of-the-art purchasing platform accessible in OneRF. PIs can set up each stipend recipients (payees) individually, and, if necessary, identify those who are minors. Recipients, or their legal guardian, will be invited to register, eliminating the need for PIs to handle sensitive private information. For details, see the job aid “How a PI Requests a New Supplier for a Stipend Payee” in [our Training Resources](#) section.
  - **Step 2: Processing Stipend Payments:** Once the stipend recipient (payee) is set up, PIs will use the OneRF system to submit either a “Supplier Invoice Request” for one-time payments or a “Requisition for Stipend” (for recurring payments). We have

published job aids on how PIs create one-time and recurring stipend payments in [our Training Resources](#) section.

- This process of individual registrations decouples intake from payment requests, eliminating wait time for recipients who complete their registration when others have not. ***Important Note: PIs are strongly encouraged to submit stipend requests for the given semester by the first day of the semester to allow sufficient processing time.***
- **Small Order Form Discontinued:** As RFCUNY announced in July 2025, use of the Small Order Form will be discontinued, effective January 5, 2026. These transactions must be submitted in OneRF. For more information, please review RFCUNY [Procurement Policy No. 551](#).

### ***Additional Information and Support Resources***

We have developed additional resources on OneRF to help you during this period of growth and transition. These include over [100 detailed Job Aids](#) designed to guide you step-by-step through an activity by providing documentation specific to that transaction, as well as the [OneRF Information Hub](#) – a central resource with general information about OneRF, frequently asked questions, and links to previous communications.

It is important to note that **OneRF** evolves 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. If you have further questions on OneRF or if you have an urgent issue, the best way to contact us is by using the **Case Management** (Help Module) functionality in OneRF's Workday platform, or if you are unable to access the OneRF system, please contact us using [our OneRF questions form](#).