

Memorandum

To: CUNY Principal Investigators, RFCUNY Staff, CUNY Grants Officers, CUNY Administrators
From: The Research Foundation of the City University of New York
Subject: OneRF Finance, Grants Management, and Purchasing Is Live
Date: January 5, 2026

The Research Foundation of the City University of New York (RFCUNY) is sending this memorandum to announce the launch of the finance, grants management, and procurement functions of OneRF. This memo outlines how to claim an ID; important processes to review; how to access support; and additional information.

The Research Foundation of the City University of New York (RFCUNY) is pleased to announce the evolution and unification of our processes with the launch of finance, grants management, and procurement functions of OneRF (powered by Workday). These activities are now live along with the human capital management functions that launched last month. Together, we anticipate OneRF bringing greater transparency, real-time data, and streamlined administrative processing.

- **If you have *already* claimed a OneRF login:** you can explore the new functionality by accessing OneRF today at <https://wd108.myworkday.com/rfcuny/d/home.html>.
- **If you have *not yet* claimed your OneRF login:** you can do so immediately by reviewing our [step-by-step instructions](#) and claiming your OneRF login at <https://www.rfcuny.org/rflogonclaim>.

Additional Key Processes Now Open

OneRF is now your central repository for RFCUNY finance, grants management, procurement, payables, and human resources activities. [Log into OneRF today](#) to:

- **Access information about your Grant:** You can search for your grants using your legacy project account number to view project reports, budgets, and expenses.
- **Review your budgets:** You can now generate reports to check your budgeted financials against your actuals.
- **Reconcile your P-Card:** Begin work to reconcile transactions early - the first deadline for P-Card reconciliations in OneRF is February 4, 2026.
- **Submit invoices:** If you have held invoices for payment during RFCUNY's blackout period, you may now submit them for payment using OneRF.
- **Procure goods and services:** You can now purchase goods and services directly in OneRF using new catalog shopping for select suppliers.
- **Plan ahead for key purchases and stipend requests:** OneRF's new onboarding process for suppliers and stipend recipients protects you from handling sensitive private information but does require advance planning. If you know you need to pay suppliers, stipend recipients, or hire contractors – please make those requests ASAP.

RFCUNY has created a document with detailed [frequently asked questions related to the launch](#). Job Aids for over 100 key processes in OneRF are also available in the [Training Resources section](#) of our website.

Contract Manager Now Open

RFCUNY's Contract Manager has also reopened with all functionality. Learn about the important key changes that have been made to Contract Manager by reading [our memo sent January 2, 2026](#).

Additional Information and Support Resources

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

- **Job Aids:** RFCUNY has created over 100 detailed Job Aids designed to guide you step-by-step through an activity by providing documentation specific to that transaction.
- **Video Demonstrations:** We also have published demonstration videos for seven key human resource functions.
- **OneRF Information Hub:** this webpage provides general information about OneRF, and links to previous communications.
- **OneRF Launch Frequently Asked Questions:** these FAQs provide more detailed information and guidance on the processes, systems, and deadlines related to the launch of OneRF and Workday.

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. If you are unable to access the OneRF system, please contact us using [our OneRF questions form](#).