

Memorandum

To: CUNY Principal Investigators, CUNY Grants Officers
From: The Research Foundation of the City University of New York
Subject: Key Changes to Contract Manager
Date: January 2, 2026

The Research Foundation of the City University of New York (RFCUNY) is sending this memorandum to notify all recipients about key changes to its Contract Manager system 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 Contract Manager system. These changes will become effective on January 5, 2026. Please take a moment to read through the updates below.

Contract Manager Key Changes

To align our systems and ensure that data from Contract Manager can flow into OneRF's Workday platform (and vice versa) we will be launching a new version of Contract Manager on January 5, 2026. We will also maintain a legacy version of Contract Manager as a reference resource during the period of transition to the new system.

The functionality of Contract Manager will not change with this new version, however, due to changes in the data structure, there are some new processes to keep in mind after January 5, 2026:

- **If you need to amend an existing ICA or subaward:** Please use the ICA or subaward module to submit a new transaction in the new Contract Manager. Due to changes in the data, we will be unable to accept amendments to existing ICAs or subawards and will have to reject these amendments. Please provide the prior CM number so we can refer to the related prior transaction(s).
- **If you need to submit an amendment to an existing contract:** Please use the Contract module in the new Contract Manager to submit a contract amendment just as you would in the legacy version.

RFCUNY will provide detailed FAQs to support your use of the new version of Contract Manager when we launch it on January 5, 2026.

Additional Information and Support Resources

We have developed additional resources on OneRF to help you during this period of growth and transition. Please go to 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 Contract Manager:** Please email us at LegalAffairs@rfcuny.org.
- **On OneRF:** Please use the **Case Management** (Help Module) functionality in OneRF's Workday platform or if you are unable to access the OneRF system, use [our OneRF questions form](#).