

## MEMORANDUM

**To:** CUNY Grants Officers, Principal Investigators, and Office Administrators  
**From:** Mindaugas Paunksnis, Chief Operating Officer, Research Foundation of CUNY  
**Date:** March 30, 2026  
**Re:** RFCUNY Guidance on the Delegation of Business Tasks in OneRF

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The Research Foundation of the City University of New York (RFCUNY) has developed guidance to help CUNY Grants Officers (GOs), Principal Investigators (PIs), and CUNY administrators understand how to use the Delegations function of OneRF (powered by Workday).

When using the delegation functions of OneRF's Workday platform, RFCUNY strongly recommends that all users adhere to the following guidance:

1. **Delegations must be for specific functions:** The delegation of Business Tasks in OneRF can be used - with the approval of the PI and provided that the PI assumes responsibility and oversight of the delegate - for *specific* Business Tasks that must be identified. *RFCUNY strongly discourages the use of the delegation functionality in bulk.*
2. **Delegation must be temporary, up to one year:** These temporary delegations must be based on necessary business needs and functions, for the purpose of coverage during a PI's absence (sabbatical, annual leave, medical leave, or similar).
3. **Expense Reports and Spend Authorizations:** The delegation of the task of creating Expense Reports and Spend Authorizations can be used for the purpose of coverage during a PI's absence *and* also be driven by the PI's seniority or other responsibilities.
4. **Role-based solutions are required for permanent access:** Delegations should not resolve permanent access needs in OneRF. If users require permanent access, contact RFCUNY through OneRF case management (see below) for a permanent, role-based solution.

For further information on OneRF and on Delegations, please review:

- [The OneRF Information Hub](#) – this page contains centralized information about the OneRF initiative including Frequently Asked Questions, Memoranda, and an overview of key changes from RFCUNY's legacy system.
- [RFCUNY Training Resources](#) – a collection of over 80 job aids for GOs and PIs on key transactions and processes in OneRF.
- [RFCUNY's Job Aid on Delegating Tasks](#) – this document provides step-by-step guidance on how to set up a delegation in OneRF.

After reviewing these resources, if you have further questions on the delegation of specific transactions or processes, it will be most effective for you to submit a case in the OneRF system. This will ensure that your questions go directly to the correct subject matter experts within RFCUNY who can address your issue. Once you're logged into OneRF, search for "Create Case".