About RFCUNY

The Research Foundation of the City University of New York was chartered in 1963 to provide low-cost, reliable, and flexible post-award administration of sponsored programs for the University. The Foundation, which is legally and financially separate from the University, is a private not-for-profit educational corporation with 501(c) (3) status. Under an agreement with the University approved by the State Division of Budget, the Foundation undertakes post-award administration of all grants and contracts awarded to CUNY faculty and staff for research, training, education and services.

At present the RF administers millions of dollars per year in funding from federal, state, and local government agencies as well as from private sources. The legal and fiscal separation from the University prevents the co-mingling of tax levy and sponsored funds in accordance with Federal laws governing public institutions of higher learning.

The RF is governed by a 17 member Board of Directors, chaired by the Chancellor of the University.

As a full service, post-award, fiscal agent of the University for sponsored programs, the RF is the legal employer for all personnel paid on grants and contracts and runs its own payroll and benefit program. The RF also provides purchasing and accounts payable services for non-personnel expenditures. It performs all legal work on sponsored contracts and is responsible for all accounting functions. The RF also oversees intellectual property on behalf of the University regulations pertaining to sponsored programs. Finally, the RF undergoes an annual federal A133 audit and is responsible for negotiating federal indirect cost rates for all the campuses in accordance with OMB Circular A21.

The RF charges an administrative fee for its services against the Indirect Cost Recoveries account established for each college. This fee finances basic operational costs and reserves and a Central Allocations Budget in support of specific University-wide activities.

Both the administrative fee and the Central Allocations Budget are approved by the Board of Directors.

Guide to the RF Web Site for the Uninitiated

www.rfcuny.org

<u>**Where to find:**</u>

	Go to "User Sign in" to log on. You must have a user ID & password. If you do not have one or cannot remember it, send an email to weblogonid@rfcuny.org with the account number that you want PI access to.
E-PAFs, E-timesheets Web fiscal reports	Click on the top navigation button "E Services". Select "Personnel Action Form", "Timesheets" or "Web Reports".
	To view your account balances, go to Web Reports and select your account number from the drop-down box. Select "Trial Balance Report" or any other reports from the drop-down list of the RF Report Directory. Select the current month and year from the "To Month" drop-down list. Click on the "Generate" button for your report.
Purchasing instructions	Click on the top navigation button "Guides & Forms". From drop down select "Project Director's/Employee Guide". Go to "Purchasing and Payables (OTPS)".
Employee information	Click on the top navigation button "Guides & Forms". From drop down menu select "Project Director's/Employee Guide". Go to "Human Resources".
Travel/Accounts Payable	Click on the top navigation button "Guides & Forms". From the drop down menu select "Project Director's/Employee Guide". Go to "Purchasing and Payables (OTPS)".
Policies and Procedures (formal policy statements)	Click on the top navigation button "Policies & Procedures". Under the directory select the policy or procedure you are looking for.

DO'S & DON'T'S

WORKING WITH RESEARCH FOUNDATION

The Research Foundation, located in Manhattan, is a separate legal entity established for the convenience of the City University of New York to process expenditures, contracts and other matters for grants for all CUNY colleges.

1. Even though your Office of Sponsored Programs and Research has received a letter on the official funding of your grant DO NOT make commitments of any kind (such as buying supplies or hiring help) until you receive an RF account number for your grant.

2. DO be sure to review the Project Director's Guide (found at www.rfcuny.org) and use the most recent forms (available at the CSI Office of Sponsored Programs and Research).

3. DO make a friend of the person who will serve as RF's Project Administrator to your account. A simple phone call will start this relationship.

4. DO know that if your grant will need Contracted Services (such as data processing specialists, marketing experts, consultants, or legal assistance such as with a patent). The RF Legal Department will draw up the document. All contracts are between RF and the contractor, not between you and the contractor. Please keep in mind that all this may take several weeks or more.

5. DO review your web report regularly. However, keep your own bookkeeping records. Do not rely solely on RF fiscal reports.

6. DO keep track of dates when forms are sent to RF for processing, and copies of the forms sent. If you do not get action in a reasonable amount of time, call your Project Administrator. Sometimes forms and payment requests do get lost.

Notes for New PIs

<u>RF Accounting System</u>:

Your responsibilities as PI include fiscal oversight. Therefore it is most important that you review your grant's accounting reports regularly and keep track of all expenditures.

Web-based fiscal reports for your grant, updated daily, are available and can be accessed from your PC at www.rfcuny.org

PIs need to have a User ID and a password to access your account. To get a User ID, or for questions on User ID and Log on problems, send a request for same to weblogonid@rfcuny.org.

Once you have a User ID, you can access your account through the following steps:

- Go to www.rfcuny.org
- Click on "User Sign in" to log on as a PI with your user ID
- You will be prompted to establish a password (Remember your password!)
- Click on "E Services"
- Select "Web Reports" (The bottom of that page gives you a detailed description of the web reports)
- Find your account number from the drop down list at the top of the screen
- Pick the report you want to view and the time period, using the drop down lists
  Hint: Most frequently you will want to view the "Trial Balance Report" (this will tell you your available balance) or the "Payroll/Project Sorted by Employee Name" (to see your payroll records). By entering the current month and year in the 'To' drop down box, you will get the most up-to-date information. Only if you are specifically checking a past expenditure in a given time period would you want to use a previous month and year for a report.
- You can click on any underlined number to see more detail.

For any questions that cannot be answered from viewing the web-based report, call the project administrator for that grant. Her/his name and phone number are listed in the upper right corner of that report.

Guidelines for Hiring Grant-funded Personnel

The following guidelines are intended to help you in hiring grant-funded personnel. These guidelines meet the CUNY and College requirements for Affirmative Action and follow all relevant personnel procedures. NOTE: All applicants **must** apply using this on line system.

- Contact the Office of Sponsored Programs and Research as soon as you know that you have a grant-funded position to fill.
- Complete on line (www.rfcuny.org) the RF personnel vacancy notice, using the information from the job description in your proposal.
- Include the qualifications for the position, description of duties and a **suggested** salary range.
- Vacancy Notice must be reviewed and approved by the Office of Sponsored Programs and Research and the RF Affirmative Action Officer before it is posted on the RF CUNY website.
- A minimum of one month must be allowed from the posting date (which is assigned by RF) and the deadline for receipt of applications for the position. Note that it takes a few days for a Vacancy Notice to be approved, dated, and circulated. Therefore your deadline date should be five to six weeks from the date you submit the form.
- Because of the time required for posting a position, it may be necessary to begin recruitment prior to the final award notification. In such cases, the posting must clearly state that the position is subject to financial ability.
- External advertising is not always required. However, if there is to be an ad, it must be reviewed by the Affirmative Action Officer and it must contain the same deadline for applications as the Vacancy Notice.
- Affirmative Action guidelines must be followed for all full-time grant-funded positions unless they are of a very specialized or temporary nature. Part-time positions which are to be filled by students (such as research aides or tutors) are not subject to search procedures. An open search must be completed to fill other part time positions which are expected to continue for close to a year or which may evolve into full-time positions. Good faith efforts must be made to encourage women, minorities, veterans and persons with disabilities to apply for available positions.
- The Affirmative Action Data Form must accompany every Personnel Action Form (PAF) for a position covered by the Affirmative Action guidelines. This form records data about the search and attests that Affirmative Action procedures have been followed.
- An open search process does not necessarily mean that a search committee must be constituted. For many positions the supervisor (PI or Director) may conduct all the interviews and make the final selection.
- In establishing a salary for a new hire, you should consider CUNY rates for comparable positions and CUNY practice. The CUNY 12% rule generally limits the salary for a new hire to 12% above their previous salary.
- Before making a salary offer to a candidate, you must request approval for the salary through the Office of Sponsored Programs and Research.
- Once the salary has been approved a PAF can be initiated. The employee must submit appropriate documentation that establishes eligibility to work in accordance with the Immigration Control and Reform Act.
- College policy allows for a maximum increase of 5% on the anniversary date. Exceptional justification must be provided for a raise in excess of 5%, or before the anniversary date.
- The normal work schedule should be between the hours of 9:00 A.M. and 5:00 P.M., Monday through Friday, with one hour for lunch for a seven-hour day. This is the schedule worked by most college employees. In certain departments/areas a different schedule might be justified. These, however, are exceptions and not the norm, and require a written justification.

For questions concerning Affirmative Action, contact the college Affirmative Action Office at extension 2331.

For More Information call extension 2254

NEW HIRE PROCESSING PACKAGE

Please contact the Office of Sponsored Programs and Research for a New Hire Processing Package which needs to be completed by the employee and the PI.   Please keep in mind that all this paperwork has to be completed **ON OR BEFORE** the first day of employment. In addition, the new hire should make an appointment with the Office of Sponsored Programs and Research for the E-Verify process which needs to be done **within 3 business days** of the first day of hire. This E-Verify process electronically compares information entered on the Employment Eligibility Verification Form I-9 with records contained in the Social Security Administration and Department of Homeland Security databases to help employers verify the identity and employment eligibility of newly hired employees.

Electronic Processing of PAFs (Personnel Action Forms) and Time Sheets

Among the E-services found on the RF web page are electronic processing of PAFs and time sheets. Once you have received your Logon ID you will be able to process them yourself.

In order to process E-PAFs you will need to know the Project Account from which your employees are to be paid, the rate of either biweekly or hourly pay, and the duration of employment.

Employees, Timekeepers, and Project Investigators can use the E-timesheet system to enter time sheets on a biweekly schedule. Features include: Time/Schedule Management, Time & Leave Accrual/Management and Auto-Generate Timesheets.

To learn each of these systems, the Office of Sponsored Programs and Research can provide you with dates of training available at the RF, and of course, we can answer any of your questions, or provide you with a brief "walk-through" of each system.

PURCHASING INFORMATION

PURCHASES UNDER $5,000

Follow these steps:
* Prepare a Small Order Form if the vendor requires one.
* Use the Purchase card (see below) to purchase items over the phone or online.
* Order the item(s) directly from the supplier over the phone or by sending them the vendor's copy of the Small Order Form.
* After you receive the item, attach the vendor's original invoice and the receiving copy of the Small Order Form (if applicable) to a completed Payment Request Form (RF 021) and forward to RF-CUNY for processing. Remember to sign and date the form.
* Remind the vendor that RF CUNY is exempt from sales tax in certain states.

To be reimbursed for out-of-pocket expenses:
* Attach original itemized receipt to a completed Payment Request Form and forward to RF-CUNY for processing. Note: There will be no reimbursement of sales taxes. Place your order using Research Foundation of CUNY as the purchaser and give the vendor a copy of our Tax Exempt Certificate.

PURCHASES EQUAL TO OR GREATER THAN $5,000
Sponsor Regulations govern requirements for Bids

For Orders totaling $5,000 or more:
* Prepare specifications of the items to be ordered.
* Sponsors require that you obtain the best value for all purchases.
* Complete a Purchase Requisition Form (RF 208). Keep one copy for your records and send the original to the RF.
* The RF will send out a Purchase Order to the vendor, forward a receiving copy and a file copy to you and a copy to the Property Manager for your institution when equipment is ordered.
* When the item arrives, use the receiving copy of the P.O. to certify its receipt.
* Attach the receiving copy and the original invoice to a completed Payment Request and forward the documents to RF-CUNY for payment.

For Orders totaling $15,000 (State sponsor funds) or $25,000 (Federal and RF/Agency sponsor funds):
* Follow the same steps outlined above
* One additional step: three written bids must be obtained for such purchases and submitted with the purchase requisition.
* Sole vendor justification requires written certification by the Principal Investigator.
* Principal Investigator must submit written justification with requisition if the vendor with the lowest price is not chosen.

RFCUNY Purchasing Card (P-Card)

The RFCUNY Purchasing Card (P-Card) is an alternative to Small Order Forms, Payment Requests and out-of-pocket expenditures. The P-Card, which is a VISA Card, can be used for purchases at all VISA merchant locations. The P-Card is linked directly to your project and allows you to have more control in its administration. While the user of the P-card must still follow the Research Foundation's Accounts Payable and Purchasing (Polices and Procedures) as outlined on the RF Website http://www.rfcuny.org/, using the P-card has advantages:
The Monthly Activity Statement documents all purchases made in each billing cycle. Instead of preparing payment requests for individual purchases, you will verify the accuracy of the transactions and forward the Statement, along with all the receipts and supporting documentation, to your Project Administrator, who will allocate the purchases to the appropriate expense account or category in your project.

Who may apply for the P-Card?
The Principal Investigator, authorized signatory, or any member of the project's staff authorized by the Principal Investigator may apply for a P-Card, as long as the project has an **Other Than Personnel Service (OTPS) budget of at least $2,000**. The Principal Investigator is responsible for all purchases made with P-Cards attached to the project account, regardless of who is named on the card.

 P-Cards will no longer be issued on PSC CUNY Grants.