

Hunter College Office of Research Administration Information Alert

FEBRUARY 2025
ALERT #70

RESEARCH FOUNDATION OF CUNY ANNOUNCEMENTS

Stipend Request Electronic System

RFCUNY has developed an online system that will allow Principal Investigators (PIs) to seamlessly initiate requesting the forms associated with Scholarship, Fellowship And Participant Support Payments (collectively referred to as “Stipends”) from the RFCUNY website on behalf of recipients without requiring the PI to have access to recipients’ personally identifiable information.

PIs can now keep track of these transactions and DocuSign document completion statuses in real time. To access the request tool, an authorized user would log on to their profile on the RFCUNY website, go to the Electronic Tools menu, and select Stipend Request. To learn more, please watch the video tutorial provided on the RFCUNY website under training resources

This system will be mandatory starting in **March, 2025**.

ALERT

WHY THIS ALERT?

This publication has been created to serve the purpose of informing researchers of new information, trends and concerns as they occur.



Reminder

Employee & Consultant: DO NOT pay anyone out of your own pocket, as this would be breaking numerous U.S. Internal Revenue Service regulations. Reimbursement is not allowed if you pay someone out of your own pocket under any circumstances. This also includes paying a company for services. This must go through the Contract Manager system at Research Foundation of CUNY.

Consultants:

1. No one on the CUNY payroll, Research Foundation payroll, or Hunter Foundation payroll may be paid via the Memorandum of Understanding (MOU) or Independent Contractor Agreement (ICA) mechanism. The U.S. Internal Revenue Service’s position is that once someone is an employee of any CUNY-related entity, there can be no other means of payment. The penalties to both individuals and organizations can be severe.
2. Persons engaged through the Memorandum of Understanding (MOU) or Independent Contractor Agreement (ICA) payment mechanism are not employees of the Research Foundation.

Reminder

For additional questions or more information,
please contact the office at resadmin@hunter.cuny.edu or at 212-772-4020.