

TO: Department Chairs at John Jay College
FROM: Office for the Advancement of Research
RE: Department Chair Research Grants (through RF)
DATE: February 2022

As per the PSC-CUNY contract, active department chairs have access to research accounts housed at the Research Foundation (RF) (for more information on the accounts, see the PSC-CUNY website and: <https://www.rfcuny.org/rfwebsite/principal-investigators/manage-an-award/department-chair-research-accounts/>).

In general, Chairs should contact the following folks in the Office for the Advancement of Research (OAR) for assistance, depending on their need:

Manelle Pyronneau (mpyronneau@jjay.cuny.edu), Grants Manager:

- Post award administration: account set up, forward funding/guarantee, budgets...etc.
- New PI training
- The web reports system (i.e. how to read your RF web report).
- Budget modifications, review and submission of progress reports, project period changes, scope of work changes, etc.
- OAR awards
- Recovery Distribution
- Closeout (wrap up of grant).

Cherryanne Ward (cward@jjay.cuny.edu), Grants Administrative Associate:

- Hiring and paying staff on your project. Please notify her of any employees you intend to hire BEFORE they begin working.
- Processing release time, summer salary and effort reporting for faculty.
- Graduate student reimbursement (if there is a PhD student with a Grad A, B or C fellowship working on your sponsored project).

Kuralay Zharmagambetova (kzharmagambetova@jjay.cuny.edu), Grants Assistant:

- Logging into the RF website, <http://www.rfcuny.org>. If you forget your user ID and/or Password, you may email weblogonid@rfcuny.org and it will be emailed to you.
- The Payment Request System and questions regarding documenting/saving receipts for travel, reimbursements, paying vendors, etc.
- Purchase Cards/ The Concur System (to reconcile P-Card charges).

Eric Doering (edoering@jjay.cuny.edu), Research and Legal Compliance Associate:

- Using the Contract Manager system (i.e. Subawards, ICAs and MOUs), and the Legal Document Tracking system where awards are tracked.

OAR offers individual, ad-hoc trainings for PIs. Faculty are invited to contact Amrish Sugrim-Singh, Director of Grants, Budgets and Special Projects (asugrim-singh@jjay.cuny.edu; 601.03BMW; 212-237-8449) with any questions related to access and use of RF funds, and he will assist or connect them with the appropriate member of the OAR team.