

Income Fund Reimbursable (IFR) and Cost Sharing (CS) Assignments

Effective Date: March 11, 2016
Function: Payroll
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Basis for Procedure

An IFR/CS assignment must be processed for any SUNY employee working on an RF-administered project and their effort is considered cost sharing as defined above or whose salary is being reimbursed to SUNY through the IFR process.

Procedure Summary

This procedure describes the process for appointing a SUNY employee through an IFR assignment and processing a change to an existing IFR appointment.

Procedure Steps

IFR/CS Process

The process for appointing a SUNY employee through an IFR assignment and processing a change to an existing IFR appointment consists of the following steps:

Step	Role or Responsibility	References or Tips
Complete the SUNY IFR/Cost Sharing Appointment / Change Form for an IFR/CS appointment to a Research Foundation project account or for a change to an existing IFR/CS appointment.	Operations Manager or designee	Instructions are also available to assist in the completion of the form. When completing the form, ensure that the appointee's salary for the IFR/CS appointment is accurate and that the IFR appointment date falls within the award period. When processing a change to an existing appointment, the Research Foundation operations manager or designee must ensure that the information being changed is accurate.
Sign the IFR/CS form as approval for the IFR/CS assignment or change to an existing appointment.	Operations Manager or designee AND the Project Director or Co-Project Director	Additional approvals for the assignment or change may be required by operating location-specific procedures.
Submit the original, completed, and approved IFR/CS form to the appropriate office.	Operations Manager or designee	For locations that are responsible for their own personnel/payroll input, the form is submitted to the office that handles IFR assignments or changes. For locations that are not responsible for their own personnel/payroll input, the form must be submitted to the Corporate Payroll and Reporting Unit of Employee Services at central office by e-mailing payroll@rfsuny.org
Enter the IFR/CS assignment	Operating Location/Corporate Payroll Office	Refer to IFR and Cost Sharing Records Entering and

or change information into the RF computerized business system.		Updating Records in Oracle
Retain a copy of the IFR form.	Operating Location	A copy of the completed, approved IFR/CS form must be retained in accordance with the Records Management Policy .

Definitions

Income Fund Reimbursable (IFR) - The Research Foundation (RF) reimburses the state through the "Income Fund Reimbursable" (IFR) process for the cost of the salaries and associated fringe benefits of State University of New York (SUNY) employees who remain on the state payroll while performing services for RF-administered sponsored projects.

Note: The RF's personnel policies do not apply to SUNY staff members because they are not RF employees.

Cost Sharing - A SUNY employee may work on an RF-administered sponsored project. If that person is not compensated directly or if SUNY is not reimbursed for the person's effort on the project, this can be considered cost sharing.

Related Information

[Records Management Policy](#)

[IFR and Cost Sharing Records Entering and Updating Records in Oracle](#)

Forms

[SUNY IFR/Cost Sharing Appointment / Change Form & Instructions](#)

Change History

Date	Summary of Change
March 11, 2016	Update to include link to Oracle instructions on how to load and added reference to Corporate payroll's general e-mail address
December 1, 2008	Updated step 2 of IFR/CS process to include sign-off by project director or co-project director
March 24, 2003	Updated to include cost sharing and to update links

Feedback

Was this document clear and easy to follow? Please send your feedback to webfeedback@rfsuny.org.

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