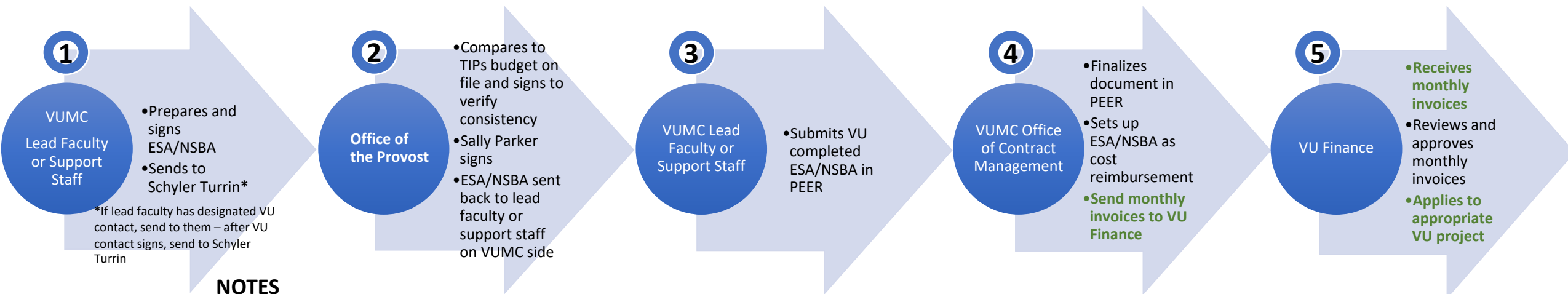


# TIPs – VUMC Funding Agreements

## *Setting up initial user agreements & process for submitting monthly invoices*



### NOTES

- **ESA – Employee Service Agreement** documents the terms for faculty and staff direct labor expenses associated with a non-sponsored program. Form can be found on TIPs funding guidelines webpage.
- **NSBA – Non-Sponsored Billing Agreement** documents the terms to facilitate reimbursement for non-labor expenses not covered through sponsored agreements; also used for certain expenses associated with VU graduate students working with VUMC-employed mentors. Form can be found on TIPs funding guidelines webpage.
- **VUMC may charge expenses** to whichever center they want to be reimbursed.
- Visit the [TIPs funding guidelines webpage](#) for more information or email [TIPs@vanderbilt.edu](mailto:TIPs@vanderbilt.edu).
- **Green text indicates monthly actions.**