TIPs – VUMC Funding Agreements
Setting up initial user agreements & process for submitting monthly invoices

1. VUMC Lead Faculty or Support Staff
   - Prepares and signs ESA/NSBA
   - Sends to OCCI (Schyler Turrin)*
   - If lead faculty has designated VU contact, send to them – after VU contact signs, send to OCCI (Schyler Turrin)

2. OCCI
   - Compares to TIPs budget on file and signs to verify consistency
   - Sally Parker signs
   - ESA/NSBA sent back to lead faculty or support staff on VUMC side

3. VUMC Lead Faculty or Support Staff
   - Submits VU completed ESA/NSBA in PEER

4. VUMC Office of Contract Management
   - Finalizes document in PEER
   - Sets up ESA/NSBA as cost reimbursement
   - Sends monthly invoices to VU Finance

5. VU Finance
   - Receives monthly invoices
   - Reviews and approves monthly invoices
   - Applies to appropriate VU project

NOTES
- OCCI – Office of Cross-College Initiatives – Provost Office department that administers internal funding competitions including Trans-Institutional Programs
- ESA – Employee Service Agreement documents the terms for faculty and staff direct labor expenses associated with a non-sponsored program. Form can be found here.
- 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 here.
- 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
- Green text indicates monthly actions

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