<table>
<thead>
<tr>
<th>Funding Mechanism</th>
<th>Abbr.</th>
<th>Definition</th>
<th>Reimbursement to/from VU/VUMC for:</th>
<th>Type of funds:</th>
<th>Overhead:</th>
<th>Who, How, What</th>
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</table>
| Sponsored Billing Agreements | SBA   | A SBA is a mechanism through which VU & VUMC can contract for limited work to be performed. **There are a few things to know:** -Sponsored Billing agreements are only for inter-institutional relationships between VU & VUMC. -A Sponsored Billing Agreement cannot substitute for a subcontract. If a faculty member is performing substantive scientific work on a project, a sub-award not a Sponsored Billing Agreement is the appropriate mechanism. -Funding for Sponsored Billing Agreements only comes from a grant or a contract (sponsored awards). -Sponsored Billing agreements provide for reimbursement of direct costs. **They do not have indirect costs.** | Direct costs for non-Key Personnel on a Research Project | Sponsored funds -Grants -Contracts -Industry -Non-profit -Foundation | None       | Sponsored Programs Administration (SPA)  
subcontracts@vanderbilt.edu  
Contract Request through PEER  
**A single SBA covers one (1) individual only.**  
Submit:  
• LOI  
• Budget  
• Budget Justification  
• SOW  
• Prime Award |
| Non-Sponsored Billing Agreements | NSBA  | A NSBA is a mechanism to facilitate reimbursement for non-labor expenses not covered through sponsored agreements only between Vanderbilt University & VUMC. **Non-labor costs** -Travel -Supplies -Equipment -A NSBA can be for a person for their work, but it is non-salary (reach out to Rachel H. or her replacement for clarification) | Institutional funds (non-sponsored) | 10% (from the institution sending the funds) -the 10% is added on top of the total amount being agreed upon.  
*10% not included on tuition or TIPS program | Rachel Hansbrough  
Financial Operations and Planning  
(615) 875-8807  
rachel.hansbrough@vanderbilt.edu  
**A single NSBA covers one (1) individual only.** |
| Employee Service Agreement | ESA   | A form to document the terms for faculty and staff direct labor expenses associated with a non-sponsored program **Direct labor expenses** (faculty & staff) | Institutional funds (non-sponsored) | 10% (from the institution sending the funds) -the 10% is added on top of the total amount being agreed upon.  
*10% not included on tuition or TIPS program | Rachel Hansbrough  
Financial Operations and Planning  
(615) 875-8807  
rachel.hansbrough@vanderbilt.edu  
**An ESA can cover more than 1 person per agreement.** |