Total Professional Effort (or TPE) in 3 Minutes
What is Total Professional Effort (TPE)?

TPE is the total amount of time spent on all activities – both university & non-university activities

One Example

<table>
<thead>
<tr>
<th>Effort</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Effort</td>
<td>48%</td>
</tr>
<tr>
<td>Total amount of work done in support of Duke University activities only</td>
<td></td>
</tr>
<tr>
<td>Veteran’s Administration Effort</td>
<td>25%</td>
</tr>
<tr>
<td>Effort dedicated to work in the VA hospital; agreed upon through a Memorandum of Understanding (MOU)</td>
<td></td>
</tr>
<tr>
<td>Private Diagnostic Clinic Effort</td>
<td>27%</td>
</tr>
<tr>
<td>Effort dedicated to clinical work in the PDC</td>
<td></td>
</tr>
</tbody>
</table>

See: https://finance.duke.edu/accounting/gap/m200-170.php
https://medschool.duke.edu/research/research-support-offices/office-research-administration/award-management/effort-management
When a Duke faculty member’s University Effort is less than **50%**

Duke University is required to disclose this information when submitting an application for approval.

See: https://finance.duke.edu/accounting/gap/m200-170.php
https://medschool.duke.edu/research/research-support-offices/office-research-administration/award-management/effort-management
When & where do we need a Total Professional Effort (TPE) statement?

Is this a new rule?  

**NO**

Regardless of the sponsor, the Office of University Council advises us to disclose this information within the **budget justification**.

For the applicable Duke Faculty members when their University Effort is **less than 50%**.

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https://medschool.duke.edu/research/research-support-offices/office-research-administration/award-management/effort-management
When Duke faculty have a TPE of less than 50% commitment to Duke University, what steps should we take?

1. **Confirm PI’s effort** in ECRT (& other Duke systems if/when applicable)

2. Use the **TPE Calculator** on the ORA website to calculate TPE

3. Put information from the TPE calculator in the **budget justification**

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This calculator is to be used for all Duke faculty that have reported a total professional effort (TPE) distribution of a less than 50% commitment to Duke University. It is critical that we clarify these situations in external proposals, to provide sponsors with a more complete perspective on our faculty members’ commitment to the project than would be clear from the Duke effort percent alone.

Please complete the highlighted fields above, using the faculty member’s last name; current TPE distribution between Duke, the PDC and the VA; and the % of their Duke effort committed to the project. The resulting statement listed below should be included in the budget justification for each faculty member with <50% commitment.

Dr. Johnson holds both university and non-university appointments. The commitment of 1.2 calendar months of university appointment to this project represents 4.8%, or 0.576 calendar months of total professional effort.
Do you have an example of a TPE statement for a faculty member?

Yes!

See the ORA TPE Calculator

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Need to learn more about TPE?

See these sites to ‘view’

And see these sites to ‘do’

See:
https://finance.duke.edu/research/training/effort.php?type=o&
https://finance.duke.edu/research/effort/index.php
https://finance.duke.edu/accounting/gap/m200-170.php
https://finance.duke.edu/research/training/effort.php
https://medschool.duke.edu/research/research-support-offices/office-research-administration/award-management/effort-management
Thank You
for
Your Commitment to Excellence!