Total Professional Effort (or TPE) in 3 Minutes
TPE is the total amount of time spent on all activities – both university & non-university activities

University Effort
Total amount of work done in support of Duke University activities only

Veteran’s Administration Effort
Effort dedicated to work in the VA hospital; agreed upon through a Memorandum of Understanding (MOU)

Private Diagnostic Clinic Effort
Effort dedicated to clinical work in the PDC

One Example

See: 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
According to Duke University (e.g. GAPS), when do we need a Total Professional Effort (TPE) statement?

When Duke faculty have a TPE of less than **50%** commitment to Duke University

See: 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
When do we need a Total Professional Effort (TPE) statement?

Is this just an NIH rule? **NO**

Regardless of the sponsor, TPE statements are **required** for budget justifications.

See: 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
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 & all other Duke systems

2. If your department does not have a tool, you can use the **TPE Calculator** on the ORA website to calculate TPE

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

See: 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
When Duke faculty have a TPE of less than 50% commitment to Duke University, what steps should we take?

See:
- https://finance.duke.edu/research/training/effort.php
- https://medschool.duke.edu/research/research-support-offices/office-research-administration/award-management/effort-management

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.
When do we need a Total Professional Effort (TPE) statement?

Do you have an example of a TPE statement for a faculty member?

Yes!
See the ORA TPE Calculator

See: 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
Need to learn more about TPE?

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

See these sites to ‘view’

And see these sites to ‘do’
REMINDER
REMINDERS WHEN YOU HAVE VA Appointments (e.g. MOUs)

Grant Managers, please double check:

1. “VA Box” is checked in **SPS**

2. Valid Fully Executed MOU is attached in *Internal Docs at time of application review (prior to submission for NIH)*

3. *Budget Justification* has ____/8 information

4. If less than 50%, **TPE Statement** (if applicable)

5. **Other Support** should have a VA Statement

---


https://medschool.duke.edu/research/research-support-offices/office-research-administration/va-partnerships/veterans-affairs-mous

Our full training schedule can be found at: https://medschool.duke.edu/research/research-support-offices/office-research-administration/training

https://grants.nih.gov/grants/forms/othersupport.htm

https://grants.nih.gov/grants/policy/person_months_faqs.htm#1054