

Outside Professional Activities (OPA)



Administrator Reports

Outside Professional Activities (OPA)

1. Go to <http://opa.mit.edu>
2. Under Administrator Actions Menu, click the report you wish to view

A vertical menu titled "Administrator Actions" with the following items:

- User Reports
- Summary Reports
- Archive of Reports
- Sample Forms
 - Faculty
 - Staff
- Legacy Forms
 - Faculty
 - Staff

User Reports

Click [User Reports](#) and the **My Departments** screen will display a list of departments for which you have authorization to review.

The "My Departments" screen shows a table of departments with columns for Submitted Reports, Delinquent Reports, Exceptions, and All Users. A red callout box points to the "Submitted Reports" column for the "Office of Sponsored Programs" department, which has a value of 2.

Department	Submitted Reports	Delinquent Reports	Exceptions	All Users
<input type="checkbox"/> Kavli Inst for Astrophysics & Space Rsrh	0	94	0	94
<input type="checkbox"/> MIT POLICE	0	56	0	56
<input checked="" type="checkbox"/> Office of Sponsored Programs	2	56	1	59

To View a list of submitted reports:

Option 1

1. Click on the number showing in the Submitted Reports column across from a department listed. You will see a list of users' reports on the **My Users – Submitted Reports** screen.

Option 2

1. Check the box to the left of the department name for which you want to view submitted individual reports or click [Select all](#) to review submitted individual reports for all departments listed.
2. Click [View Submitted](#) or [View All](#) to see those reports for selected department/s.
3. You will see a list of users' reports on the **My Users – Submitted Reports** screen.

To View an Individual's submitted report:

My Users - Submitted Reports									
Print selected reports or view reports <small>The column headers in this table are clickable</small>									
Print Selected									
Select all	Name	Department	Rank/Title	Faculty/Staff	Email	Date Submitted	Has Activities	Last Reviewed By:	
<input type="checkbox"/>	Cariolo, Ian C	Office of Sponsored Programs	Grant/Contract Administrator	Staff	icariolo@mit.edu	04-18-2014 01:59	Y	icariolo	View
<input type="checkbox"/>	Wood, Carol J	Office of Sponsored Programs	Coeus Business Manager	Staff	cwood@mit.edu	04-21-2014 09:39	N		View

Print Selected

Option 1

1. On the **My Users – Submitted Reports** screen Click **View** on the right side of the line for the person whose report you wish to review. The OPA report will display.

Option 2

1. Click the radio button (left side of line item) to select one or multiple user reports or click **Select all** then click **Print Selected**. The OPA report/s for those selected will display.

Option 3

1. Use **Search**. You will be presented with a Search window.
2. Complete fields known. **Note:** Employee Name must be entered in full, in format of Last Name, First Name, Middle Initial. Or, if not known, use the wildcard *

Search

Employee Name DeNutte* x

Unit

Faculty/Staff

Comp/Uncomp

Search Current OPA Cycle Search Archives & Current OPA Cycles

Search Cancel

3. On the resultant **View Submitted Individual Reports** screen click **View**. The OPA report will display.

To View a list of delinquent reports or exceptions:

My Departments OPA Home

Departments I can review: Search

Select all	Department	Submitted Reports	Delinquent Reports	Exceptions	All Users
<input type="checkbox"/>	Kavli Inst for Astrophysics & Space Rsrh	0	94	0	94
<input type="checkbox"/>	MIT POLICE	0	56	0	56
<input type="checkbox"/>	Office of Sponsored Programs	2	56	1	59

Number of delinquent individual reports

Option 1

1. Click on the number showing in either the Delinquent Reports or Exceptions column across from a department listed. You will see a list of individuals who either did not submit an OPA report or are released from submitting OPA reports.

Option 2

1. Check the box to the left of the department name for which you want to view reports or click to review submitted individual reports for all departments listed.
2. Click or to see those reports for selected department/s.

You will see the list on resultant screen.



On the Delinquent list a customized reminder notification may be sent to users. Check the box next to one or multiple users or and click . You may edit the default message as necessary or click

.

Mark Report Reviewed

Reviewers may mark a report reviewed by clicking Mark Reviewed at the bottom of a report.

REVIEW HISTORY Mark Reviewed

Reviewer	Date Reviewed

A list of submitted Reports shows reviewers name in **Last Reviewed By** column

My Users - Submitted Reports My Departments OPA Home

Print selected reports or view reports The column headers in this page allow you to sort the data displayed Search

Select all	Name	Department	Rank/Title	Faculty/Staff	Email	Date Submitted	Has Entities	Last Reviewed By:
<input type="checkbox"/>	Cariolo, Ian C	Office of Sponsored Programs	Grant/Contract Administrator	Staff	icariolo@mit.edu	04-18-2014 01:59	Y	kdenutte <input type="button" value="View"/>
<input type="checkbox"/>	DeNutte	Office of Sponsored Programs	Senior Corps Support	Staff				

Mark an Exception

On the **My Users – Delinquent** screen exceptions may be marked for those users that do not need to report OPA or are otherwise excluded from electronic disclosure. Click Exception on the person’s line.

Select all	Name	Department	Rank/Title	Faculty/Staff	E-mail	Last Notification Sent
<input type="checkbox"/>	Adams-Heath, Acia J	Office of Sponsored Programs	Subaward Administrator	Staff	acia@mit.edu	Exception
<input type="checkbox"/>	Barrett, William J	Office of Sponsored	Assistant Director, OSP	Staff	wbarrett@mit.edu	Exception

In the resultant window, you must select the appropriate **Justification for Exception** from the drop down list. Then click Mark Exception or Cancel to exit.

Name	Department	Rank/Title	Faculty/Staff	Justification for Exception
Haskel, Ed	Office of Sponsored Programs	Senior Coeus Support Specialist	Staff	Individual is no longer employed at MIT Individual was employed for 6 months or less Individual had no responsibilities at MIT during the reporting period Individual reported OPA via paper form Special Department Head Approved Exception

The Exempt person’s name will no longer appear on the Delinquent list. Click **View Exceptions** buttons at top or bottom of Delinquent Reports screen to view. See instructions in earlier section of this quick reference card to view list of Exceptions. **Note:** Exceptions made in error may be reversed. From the **My Users – Exceptions** screen click **Mark Delinquent** on the person’s line. The name will no longer appear in the Exception list.

View Summary Reports

Under Administrator Actions Menu on OPA home page click **Summary Reports**. A list of summary reports available and a description of each will display.

1. Click the report you wish to view
2. The report will open in Cognos. Please see the Cognos Quick Card for assistance.

My Summary Reports	
Report Type	Description
Staff OPA Report	Lists staff with submitted OPA reports, showing the number of compensated and uncompensated days for each person, sorted by department
Faculty OPA Report	Lists faculty with submitted OPA reports, showing the number of compensated and uncompensated days for each person, sorted by department
Faculty Compensated Summary by DLC & Rank	Breaks down the number of compensated days in ranges and displays the number of faculty in each range, filtered by rank and by department
Faculty Compensated Summary by Rank	Breaks down the number of compensated days in ranges and displays the number of faculty in each range, for a given set of departments filtered by rank
Faculty Uncompensated Summary by DLC & Rank	Breaks down the number of uncompensated days in ranges and displays the number of faculty in each range, filtered by rank and by department
Faculty Uncompensated Summary by Rank	Breaks down the number of uncompensated days in ranges and displays the number of faculty in each range, for a given set of departments filtered by rank

Archive of Reports

To see reports from previous OPA reporting cycles under Administrator Actions click Archive of Reports. The Reporting Cycle window opens (below). Select a cycle and click Search button.

The Archived Departments Screen opens displaying dates of Reporting Cycle selected. Follow instructions provided in earlier sections of this quick card to access lists of submitted Reports, an individual report, or Delinquent reports and Exceptions.

Clicking View Prior Reports reopens the "Reporting Cycle" window

Getting Help

For questions regarding Outside Professional Activities policy, such as

- Committed time that needs to be disclosed
- Traveling without access to a computer
- Any other policy related inquires

Please contact your **department headquarters**

For technical issues, such as

- Unable to access link
- Online form issues
- Any other technical/system related issues

Please contact opa-tech-help@mit.edu

FAQs: <http://opa.mit.edu/opahelp/FAQ.html>