

# **Outside Professional Activities (OPA)**

Cognos Reports

## **Outside Professional Activities (OPA)**

- 1. Go to https://opa.mit.edu
- 2. Under **Administrator Actions** menu, click *Summary Reports*. For all of the instructions below, the Report Type will be chosen from the **My Summary Reports** screen.

Administrator Actions	
Submitted Individual Reports	
Summary Reports	
Delinquency Report	
Sample Forms • Faculty • Staff	

The **My Summary Reports** screen will display a list of summary reports available and a description of each.

My Summary Reports	OPA Home
Staff & Faculty Reports Report Type	*These reports are updated hourly Description
Staff OPA Report	Lists staff with submitted OPA reports, flagging outside U.S. entities, and the number of compensated and uncompensated days for each person, sorted by department
Faculty OPA Report	Lists facure, with submitted OPA reports, flagging outside U.S. entities, and the number of compensated and uncompensated days for each person, sorted by the structure of the second se
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
Staff with Outside U.S. Entities	Lists staff with submitted outside U.S. entities, showing the country of each entity and flagging the entity as compensated, uncompensated or outside financial interest, sorted by department
Faculty with Outside U.S. Entities	Lists faculty with submitted outside U.S entities, showing the country of each entity and flagging the entity as compensated, uncompensated or outside financial interest, sorted by department

3. Click the Report Type you wish to view

The report will open in Cognos.

The report will open with all the information related to that report. The data will be displayed under the optional filter boxes. You can filter the report by selecting specific departments and/or rank.

		STAFF OUTSIDE PROFES	SIONAL ACTIVITIES
Return to Selection Criteria			
Parameters: Department(s): No Selection for Department Rank(s): No Selection for Department Compensated: No Selection for Compensated			
Optional Filters:			
Department(s):	Rank(s):	Cycle Year:	
Aeronautics and Astronautics Audio Visual Services Audit Division Biology Brain & Cognitive Sciences Campus Activities Complex Campus Construction Care Team Career Advising & Professional Devt Center for Computational Science and Eng Center for Global Change Science	Administrative Staff Assistant Professor Associate Professor w/o tenure Coach Instructor Lecturer Other Academic Administrative Post Doctoral Associate Post Doctoral Fellow Principal Research Scientist Professor with/o tenure	• 2021	
Refresh Report	Select all Deselect	t all	

Select the **Department(s)** and/or **Rank(s)** you wish to view and click *Refresh Report* on the bottom left of the blue box. The report will then be filtered based on your selections.

Aaronautics and Aatronautics									
Name	Rank	Position Title	Level of Effort	Consulting Privileges	# of Days Comp.	# of Days Uncomp.	Total # of Days	Non-US Comp/Uncomp Activities	Non-US Financial Interests
Arras Martinez, David	Post Doctoral Associate	Postdoctoral Associate	100%	N	0	0	0	0	0
Billings, Taski R	Technical Instructor	Technical Instructor	100%	Ν	0	0	0	0	0
Doart, Bryce G	Post Doctoral Fellow	Postdoctoral Fellow	100%	N	0	0	0	0	0
Eastham, Balaastian David	Research Scientist	Research Scientist	100%	N	0	0	0	0	0
Freeman, Jan Law	Administrative Staff	Financial Officer	100%	N	0	0	0	0	0
Hu. Ball	Administrative Staff	Senior Financial Officer	100%	N		0	0	0	0

The default report will correspond to the current OPA Cycle. You can view prior year reports by selecting the corresponding year in the **Cycle Year** box.

The **Cycle Year** box corresponds to the year in which the user completed the report, i.e. cycle year 2021 corresponds to the OPA reporting for period June 2020 to May 2021.

The filter format is the same as described above for the Faculty OPA report and the Faculty Summary Reports.

### For the Faculty Report by Rank

Please follow the following steps to create the report:

- 1. Select the **Department(s)**
- 2. Click *Refresh Rank* on the bottom left of the blue filter box

- 3. Select Rank(s)
- 4. Select Compensation

## FACULTY REPORT BY RANK PROMPT PAGE

Required Parameters			
Department:	Rank:	Compensation:	
* Aeronautics and Astronautics Anthropology Program Archaeology Architecture Architecture & Planning - Depart	Assistant Professor Associate Professor Associate Professor Professor	· ·	
Biology Brain & Cognitive Sciences Chairman of the Corporation Chancellor's Office Chemical Engineering Chemistry		-	
Sele Refresh Rank	ct all Deselect all Se	lect all Deselect all	
Run Report			

Click *Run Report* on the bottom left to create the report.

Once the report is run, a new filter is displayed **Cycle Year**, that allows you to view previously disclosed reports.

	FACULTY	COMPENSATED RE	EPORT BY RANK	
Return to Select Criteria				
Parameters Department: Rank: Professor Compensation: Y				
Optional Filters:		0	Quala Maria	
Department:	Rank:	Compensation:	Cycle Year:	
Chancellor's Office Chemistry Dept Administrators & Lab Directors Earth, Atmospheric & Planetary Sciences Economics Electrical Engineering-Computer Science History Section Linguistics & Philosophy Literature Section Materials Science and Engineering	* Professor	Y	2021	
Select all Deselect a	all Select all Deselec	t all		
Refresh Report				

The report will be populated per your selections:

Period: 2020 - 2021 Department(s):												
Payroll Rank	# of Fac 0-10	# of Days 0-10	# of Fac 11-20	# of Days 11-20	# of Fac 21-30	# of Days 21-30	# of Fac 31-39	# of Days 31-39	# of Fac Over 39	# of Days Over 39	Total # of Fac	Average # of Days
Professor	1	0	0	0	0	0	0	0	0	0	1	0.00
Overall - Total	1	0	0	0	0	0	0	0	0	0	1	0.00

The reports may also be downloaded to a PDF or an Excel workbook.

In the report, there are buttons on the top right of your screen.

#### To download to PDF or Excel:

- 1. Click the button in the pictured red square
- 2. Select View in PDF Format and a PDF will be created
- 3. In Mozilla Firefox or Google Chrome, select *View in Excel Options* and you will get:

崖 Keep this version 🔻	🕨 🕨 🏤 🚓 🔚 🗸 📠 🕶 📑 Add this report 🗸
T BY RANK	📠 View in HTML Format
	📠 View in PDF Format
	wiew in XML Format
	wiew in Excel 2007 Data
	win Excel 2007 Format
Cycle Veer	IView in Excel 2002 Format
Cycle Year:	View in CSV Format
m.m.	

4. Select View in Excel 2007 Format. An Excel workbook will open and you can edit as you wish.

NOTE: For Safari, the export can only be downloaded for Excel as .CSV Format



#### For the Faculty Outside U.S. Entities Report

Please follow the following steps to create the report:

- 1. Select the **Department(s**)
- 2. Select the Rank(s)
- 3. Select Non-US Country
- 4. Select Cycle Year
- 5. Click *Refresh Report* on the bottom left of the blue filter box

			FACULTY OUT	SIDE U.S. ENTITIES				
eturn to Criteria Selection arameters: apartment(s): No Selection for Depa ink(s): No Selection for Rank impensated: No Selection for Com	k							
Optional Filters:								
Department(s):	Rank(s)	):	Non-US Country	Cycle Year:				
Aeronautics and Astronautics Chancellor's Office Chemistry Dept Administrators & Lab Dire Earth, Atmospheric & Planetar Economics Electrical Engineering-Compute History Section Linguistics & Philosophy Literature Section Materials Science and Engineer Select and Refresh Report	Associ Associ γ Sciences er Science	nt Professor ate Professor w/o tenure ate Professor with tenur sor Sor	Select a Country	♥ 2021				
HR Department Name	Name	Rank		Non-US Entity		Country	Compensated?	Financia
		Professor			International Association of Geodesy	Finland	N	
		Professor		Swiss M	lational Supercomputing Centre/ETH Zurich	Switzerland	Y	
		Professor		School of C	ceanography, Shanghai Jiaotong University	China	N	
		Professor			Lund University	Sweden	Y	
	1	Professor			University of Oslo	Norway	N	
					University of Oslo	Norway	Y	
	Alexander-Katz,	Associate Professor with			Interlub	Mexico	N	~~~

## For the Staff Outside U.S. Entities report

- 1. Select the **Department(s**)
- 2. Select the Rank(s)
- 3. Select Non-US Country
- 4. Select Cycle Year
- 5. Click *Refresh Report* on the bottom left of the blue filter box

			-	STAFF OU	ITSIDE U.S. I	ENTITIES	
Return to Selection Criteria   Parameters:   Department(s): No Selection for Department   Rank(s): No Selection for Department   Compensated: No Selection for Compensated							
Optional Filters:							
Department(s):	Rank(s):		Non-US C	ountry:		Cycle Year:	
Aeronautics and Astronautics Audio Visual Services Audit Division Biology Brain & Cognitive Sciences Campus Activities Complex Campus Construction Care Team Career Advising & Professional Devt Center for Computational Science and Eng Center for Global Change Science Select all Deselect at Refresh Report	Administrative Sta Assistant Professo Associate Professo Coach Instructor Lecturer Other Academic A Post Doctoral Fello Principal Research Professor with/o t	dministrative ociate ow ocietst		United Kingdom			
Period: 2020-2021							
HR Department Name:							
Name Rank	Position Title	Non-US Entity	Country	Compensated?	Financial Interest?		
Post Doctoral Associate	Postdoctoral Associate	Advancy	United Kingdom	Y			
		AlphaSights	United Kingdom	Y			
HR Department Name:							
Nama			N-3-US Eptitus	Countor		ingnois-Internet?	

## **Getting Help**

For Cognos help questions, please contact cognos-help@mit.edu

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 <a href="mailto:opa-tech-help@mit.edu">opa-tech-help@mit.edu</a>