Outside Professional Activities (OPA)

1. Go to [opa.mit.edu](http://opa.mit.edu) you will automatically be signed in using your MIT Certificates.

2. The OPA Home will display, listing your Name, Department, Phone and Email in the top banner.

3. Click **Create/Edit My Current OPA Report** from the Resources listed on the left.

   **Note**: The first time clicking on Create/Edit My Current OPA Report the system will automatically prompt syncing of any Significant Financial Interests (SFI) from the MY COI module in Coeus. Check the box next to entities you want to bring forward and click Sync. Or, if you have none, click Cancel to continue. You may also sync anytime afterwards using the Sync COI Entities button in the top menu.
4. The **Outside Professional Activities** form will display. If a prior report was created, it will automatically populate this year’s report. Information about your active appointment(s) will display.

For **Faculty**: Information regarding sabbatical, summer compensation, and months compensated will be prepopulated but remains editable.

<table>
<thead>
<tr>
<th>OUTSIDE PROFESSIONAL ACTIVITIES</th>
<th>June 2015 - May 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIT's Policy on faculty outside professional activities includes the following general guidelines: Full-time members of the faculty may devote an average of about one day per week to outside professional activities (which comprises 39 weeks) and when receiving compensation during the summer.</td>
<td></td>
</tr>
</tbody>
</table>

**FACULTY DATA RECORDS**

The checked boxes indicate if you were on sabbatical/leave during the current reporting period.

- [ ] Fall Sabbatical / Leave
- [ ] Spring Sabbatical / Leave

The checked boxes indicate if you received summer compensation through MIT during the current reporting period.

- [ ] Yes
- [x] No

- [ ] Number of compensation was received

5. Complete each section listed below. Click on the icon to access contextual help.

**Compensated & Uncompensated Activities**

List all compensated outside professional activities and all uncompensated outside professional activities. For more information and examples, click on the icon.

<table>
<thead>
<tr>
<th>COMPENSATED &amp; UNCOMPENSATED ACTIVITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>List all compensated outside professional activities and all uncompensated outside professional activities i.e. requiring substantial time commitment with no nominal compensation.</td>
</tr>
</tbody>
</table>

1. Click the **Add** button. A table to enter information will display.
2. In **Company/Entity** field enter the full name of the organization for which you have compensated or uncompensated outside professional activities.
3. Enter the **Nature of Work/Relationship**.
4. Select **Compensated** or **Uncompensated** from the pull-down menu.
5. Enter the **# of Days per Year** (may include two decimal places).
6. You may click in any of the textboxes to modify your entry.
7. Repeat steps above as needed.

**Note:** If you do not have any Compensated or Uncompensated Activities, please leave the section blank. Do not add any rows.
Outside Financial Interests and Relationships

List any company or other entity that has a relationship with your MIT activities in any way and from which you, or any member of your immediate family, received any payments (including honoraria or royalties) for employment, consulting, board membership, or other relationship, or in which you have an ownership or equity interest. For more information and examples, click on the icon.

1. Click the Add button. A table to enter Financial Interest and Relationship information will display.
2. In the Company/Entity field enter the full name of the organization for which you or a family member have a relationship.
3. Select Self, Spouse or Children from the Relationship pull-down menu.
4. Enter Your Relationship with Company/Entity.
5. Enter the Company's/Entity’s Relationship with MIT.
6. You may click in any of the textboxes to modify your entry.
7. Repeat steps above as needed.

Note: If you do not have any Outside Financial Interests and Relationships, please leave the section blank. Do not add any rows.

Involvement Of Students Or Subordinate Employees

List the names of any MIT students or subordinate employees (paid or unpaid) who have been involved in any of your outside professional activities, including companies with which you have a consulting, board membership, ownership or other relationship, and describe the nature of their work, the amount of time involved, and your relationship with each student (e.g., thesis supervisor, supervisor of the student as an RA or TA, etc.) or subordinate (e.g., post-doc, support staff, etc.).
1. Click the Add button. A table to enter information will display.

2. Select Student or Subordinate from the Student / Subordinate pull-down menu.

3. In the Name field enter the full name of the student or subordinate.

4. In the Describe the type of Work field enter text describing the work of the student or subordinate related to any of your outside professional activities.

5. In the Company field enter the full name of the organization for which the student or subordinate performed this work (paid or unpaid).

6. Enter text describing your Relationship with student/subordinate (i.e., Supervisor of student as RA/TA).

7. Enter the # of Days per Year the student/subordinate performs this work (may include two decimal places).

8. You may click in any of the textboxes to modify your entry.

9. Repeat steps above as needed.

Note: If you do not have any Involvement of Students or Subordinates, please leave the section blank. Do not add any rows.

**Use Of Institute Resources**

List any use, other than purely incidental use, of MIT resources in connection with any of your outside professional activities by you, or any members of your group (students, staff, visitors, affiliates).

1. Click the Add button. A table to enter information will display.
2. In the **Company/Entity** field enter the full name of the organization for which you, or any members of your group (students, staff, visitors, affiliates), used MIT resources other than purely incidental use.

3. Enter text in the **Please describe the use of MIT resources.**

4. You may click in any of the textboxes to modify your entry.

5. Repeat steps above as needed.

   **Note:** If you do not have any Use of Institute Resources, please leave the section blank. Do not add any rows.

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**Potential Conflict Of Interest Or Commitment**

Indicate if any of the activities or relationships described in this report have the potential for, or the appearance of, a conflict of interest or commitment in view of the Institute's policy on conflict of interest and commitment.

![Potential Conflict Of Interest Or Commitment](image)

1. Check the **Yes** or **No** checkbox.

2. If your answer is **Yes**, enter text to **explain the conflict and indicate whether you have discussed with your department head how it would be managed** in the textbox (maximum 3800 characters).

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**Certification**

You may save the information entered for completion at another time or Certify & Submit.

![Certification](image)

1. Click the **Save** button to save your work. If you logout you must return at a later time to complete the form and then Certify and Submit.

2. Click the **Certify & Submit** button to submit the OPA report to your Department for review.
View My Current Submitted OPA Report

Once you submit an OPA report it can be viewed from OPA Home.

View Archived Reports

View OPA reports from past OPA cycles. Click View Archived Reports. Select the cycle and click Search.

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