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

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

3. The Outside Professional Activities form for the current reporting period will open. If you completed an OPA Report for the previous year, you will be asked if you would like import the data. You will be able to edit information that is brought forward from the previous year.

4. **Sync COI Entities**: The OPA Report the system will automatically prompt syncing of any Significant Financial Interests (SFI) from the MY COI module in Coeus. A pop-up window will present entities from My COI. Check the box next to those you want to bring forward and click Sync. Or, if you have none, click Cancel to continue. You may sync anytime afterwards using the **Sync COI Entities** button in the top menu.
5. The **Outside Professional Activities** form will display your active appointment(s).
   For **Faculty**: Information regarding sabbatical, summer compensation, and months compensated will be prepopulated but editable.

6. Complete each section listed below. Click on the ![?] icon to access contextual help.

### Compensated & Uncompensated Activities

List all compensated outside professional activities, both domestic and international, and all uncompensated outside professional activities, both domestic and international. See examples provided on the form.

1. Click the **Add** button. A table to enter information will display. Note, if you sync’d from the My COI module, the table will denote those entities with **

![Examples of Compensated and Uncompensated outside professional activities]

[Click to delete entry]
2. In the **Company/Entity** field, enter the full name of the organization (domestic or international) 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.

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.

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).
You may **Save** the information entered for completion at another time or **Certify & Submit**.

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 inquiries
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