

# Outside Professional Activities (OPA)



## Outside Professional Activities (OPA)

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.

**MASSACHUSETTS INSTITUTE OF TECHNOLOGY**  
OUTSIDE PROFESSIONAL ACTIVITIES

Name: Haskell, Edward  
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**Resources** | **OUTSIDE PROFESSIONAL ACTIVITIES (OPA)** | [Help] ?

**Create/Edit My Current OPA Report**

View My Current Submitted OPA Report

View Archived Reports

FAQs

**OPA Policy**

- Faculty
- Staff

Welcome to the Outside Professional Activities Website.

On this site, you can:

- Create your OPA report
- Edit a partially completed OPA report
- View a submitted OPA report
- Submit your OPA report to your Department

Note: Investigators, if you completed an annual COI disclosure, entities listed in your COI disclosure can be brought forward (sync'ed) to your OPA report. The entities brought forward from COI will be marked with a double asterisk (\*\*).

Please contact your Department Headquarters if you have questions.

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.

**MASSACHUSETTS INSTITUTE OF TECHNOLOGY**  
OUTSIDE PROFESSIONAL ACTIVITIES

Name: Haskell, Edward  
Department: 10000491 - Chemistry

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**OUTSIDE PROFESSIONAL ACTIVITIES** | June 2018 - May 2019 | Sync COI Entities | OPA Home

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 during the academic year (which comprises 39 weeks) and when receiving compensation during the summer.

**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

Yes  
 No

Months compensation was received

Would you like to import the OPA data you reported last year into this OPA form?

Yes No

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.

**OUTSIDE PROFESSIONAL ACTIVITIES** June 2018 - May 2019 Status: In Progress Sync COI Entities OPA Home

MIT's Policy on faculty outside professional activities includes the following general guidelines:  
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**FACULTY DATA RECORDS**

This action would bring forward COI SFIs to the OPA report section "Compensated & Uncompensated Activities"

Select the SFI that you would like to bring forward to your OPA report

- Cogwell's Cosmic Cogs
- Spacely Space Sprockets
- Skypad, LLC
- Great Gazoo Investments

Sync Cancel

Sync COI Entities at any time

- The *Outside Professional Activities* form will display your active appointment(s). For **Faculty**: checkboxes will indicate if you were on sabbatical/leave during the time period for reporting. Summer compensation and months compensated will also be prepopulated but editable.

**FACULTY DATA RECORDS**

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

Fall Sabbatical / Leave  
 Spring Sabbatical / Leave

If, during your leave, you were in your residence and/or had an appointment or affiliation at another institution (academic or otherwise), please provide the following information:

| Name of institution | Location of the institution | Time period at institution   |
|---------------------|-----------------------------|------------------------------|
| Boston University   | 5 Cummington St. Boston MA  | Jan 1, 2020 - March 31, 2020 |

If your leave was unpaid by MIT, were you compensated by the other institution?  
 Yes  
 No

- **Do not report** the number of days spend at another institution during your leave in the "Compensated and Uncompensated Activities" section.  
 - **Do report** outside professional activities that were separate from your activities at the other institution.

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

Yes  
 No

Months compensation was received  months

Complete information on other Institution

Select if you were compensated by other institution while on unpaid leave. Follow notes on reporting related to the other Institution

- 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.

- 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 \*\*.

**COMPENSATED & UNCOMPENSATED ACTIVITIES**

List all compensated outside professional activities, both domestic and international; and all uncompensated outside professional activities (i.e., requiring substantial time commitment with no or nominal compensation), both domestic and international.

**Examples of compensated outside professional activities:**

- Consulting or research for a company, university or other entity, including service as an expert witness
- Part-time employment or appointment at a company, university or other entity (including a government agency)
- Membership on a corporate, technical, scientific or advisory board
- Speaking at corporate or other conferences or seminars
- Providing commissioned papers, reports, or editing services
- Teaching/lecturing outside MIT, at universities or companies, in degree or non-degree programs
- Teaching in MIT's executive, professional, international or other special or summer programs

**Do not include the amount of compensation.**

**Examples of uncompensated outside professional activities:**

- Appointment at a company, university or other entity (including a government agency)
- Service to professional societies or outside educational institutions
- Service on government or industry review boards or panels, or special commissions or committees
- Teaching in MIT's executive, professional, international or other special or summer programs

**Do not include incidental or outside academic activities that are part of your normal MIT duties, such as reviewing publications, attending conferences, or making research presentations or lecturing at other universities.**

\*\* Denotes entities you have sync'd from the COI module.

| Company/Entity            | Nature of Work/Relationship | Compensated or Uncompensated | # of Days per Year |                     |
|---------------------------|-----------------------------|------------------------------|--------------------|---------------------|
|                           |                             |                              | Summer 6/1 - 8/31  | Academic 9/1 - 5/31 |
| **Cogswell's Cosmic Cogs  | Board Membership (BoD)      | Compensated                  | 2.0                | 7.0                 |
| **Spacey Space Sprockets  | Board Membership (SAB)      | Uncompensated                | 3.0                | 5.0                 |
| **Great Gazoo Investments | passive investment          | Uncompensated                | 0.0                | 0.0                 |
| <b>TOTAL</b>              |                             |                              | 5.00               | 12.00               |

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

For the current reporting period, list any company or other entity, both domestic and international, 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.

**OUTSIDE FINANCIAL INTERESTS AND RELATIONSHIPS**

For the current reporting period, list any company or other entity, both domestic and international, 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.

**Examples of relationships to MIT activities that an outside entity could have:**

- \* The company/entity sponsors research or teaching activities at MIT in which you are directly involved
- \* The company/entity has made gifts to MIT which are under your control or directly benefit your MIT research or teaching activities
- \* The company/entity has products or research interests that could benefit significantly from your research activities at MIT
- \* The company/entity licenses MIT intellectual property in which you have an interest as an inventor
- \* The company/entity sells materials or services to MIT that are used in your MIT research or teaching

| Company/Entity              | Relationship | Your Relationship with Company/Entity | Company's/Entity's Relationship with MIT |
|-----------------------------|--------------|---------------------------------------|--|
| Spacey Space Sprockets, Inc | Self         | Consultant                            | Sells materials to MIT                   |

Add

Click to delete entry

Examples of relationships to MIT activities that an outside entity could have

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.).

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.)

| Student / Subordinate | Name           | Describe the type of Work       | Company                 | Relationship with student/subordinate | # of Days |
|-----------------------|----------------|---------------------------------|-------------------------|---------------------------------------|-----------|
| Student ▾             | Larry Mondello | Facilitator at Company seminars | Spacely Space Sprockets | Supervisor of the student as an TA    | 3.5       |

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).

**USE OF INSTITUTE RESOURCES**

MIT resources (facilities, equipment, funds) should be used only for Institute purposes, except when other purposes have been given prior approval by an appropriate MIT senior officer.

During the current reporting period, if you, or any members of your group (students, staff, visitors, affiliates) made use, other than purely incidental use, of MIT resources in connection with any of your outside professional activities, select Add and describe for each company or entity.

| Company/Entity    | Please describe the use of MIT resources       |
|-------------------|--|
| Acme Incorporated | Transmission electron microscope (TEM) imaging |

Click to delete entry

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.

**POTENTIAL CONFLICT OF INTEREST OR COMMITMENT**

It is the policy of the Institute that its faculty and staff have the obligation to avoid financial or other conflicts of interest and to ensure that their activities and interests do not conflict with their obligations to the Institute or its welfare. In view of the Institute's policy on conflict of interest and commitment, do any of the activities or relationships described in this report have the potential for, or the appearance of, a conflict of interest or commitment?

Yes  
 No

**If yes, please explain the conflict and indicate whether you have discussed with your department head how it would be managed**

Spacely Space Sprockets could appear to benefit from my Science Advisory Board role (uncompensated) and purchasing supplies from company for my research. I have discussed with Department Head Cornelia Rayburn and have a management plan through COI Officer

3620 characters remaining.

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).

## Certification

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

**CERTIFICATION**

I agree to abide by MIT's policies on Full-time Service, Conflict of Interest and Outside Professional Activities (as stated in MIT Policies and Procedures sections 4.3, 4.4, 4.5).  
[Faculty Rights and Responsibilities: Full Time Service](#)  
[Faculty Rights and Responsibilities: Conflict of Interest](#)  
[Faculty Rights and Responsibilities: Outside Professional Activity](#)

I supply this information for confidential review by my department head and other officials designated by MIT's administration.  
I understand that this information may not be released by MIT except for limited purposes required by law, regulation or contract.  
I agree to discuss with my department head any situations that raise concerns about potential conflicts of interest or commitment before engaging in such activity.

By clicking the Certify & Submit button, I certify that the information I have provided on this form is complete and correct to the best of my knowledge.

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.

**MIT** **MASSACHUSETTS INSTITUTE OF TECHNOLOGY**  
**OUTSIDE PROFESSIONAL ACTIVITIES** logout

Name: Haskell, Edward Phone: 6172581111  
Department: 10000935 - VP for Research Email: haskelle@mit.edu

**Resources** **OUTSIDE PROFESSIONAL ACTIVITIES (OPA)** [Help] ?

|  |  |
|--|--|
| <p>Create/Edit My Current OPA Report</p> <p><b>View My Current Submitted OPA Report</b></p> <p>View Archived Reports</p> <p>FAQs</p> <p>OPA Policy</p> <ul style="list-style-type: none"><li>• Faculty</li><li>• Staff</li></ul> | <p>Welcome to the Outside Professional Activities Website.</p> <p>On this site, you can:</p> <ul style="list-style-type: none"><li>• Create your OPA report</li><li>• Edit a partially completed OPA report</li><li>• View a submitted OPA report</li><li>• Submit your OPA report to your Department</li></ul> <p>Note: Investigators, if you completed an annual COI disclosure, entities listed in your COI disclosure can be brought forward (sync'ed) to your OPA report. The entities brought forward from COI will be marked with a double asterisk (**).</p> <p>Please contact your Department Headquarters if you have questions.</p> |
|--|--|

## View Archived Reports

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

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**Resources** **OUTSIDE PROFESSIONAL ACTIVITIES (OPA)** [Help] ?

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|--|--|

## 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](mailto:opa-tech-help@mit.edu)

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