

# Outside Professional Activities (OPA)



## Outside Professional Activities

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:** If you have any Significant Financial Interests (SFI) in MY COI, the MIT financial Conflicts of Interests disclosure module, then OPA will present a pop-up window with COI entities to sync with OPA. Check the box next to those you want to bring forward and click the **Sync** button. If you do not want to copy forward any of the COI entities, click the **Cancel** button. You may sync anytime afterwards using the **Sync COI Entities** button in the top menu.

The OPA form will display your active appointment(s). **For Faculty:** checkboxes will indicate if you were on sabbatical/leave during the period for reporting. Summer compensation through MIT 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:

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

## 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. The OPA form lists examples of **compensated outside professional activities** and **uncompensated outside professional activities** that should or should not be reported. OPA provides links to MIT guidance and FAQs on international activities, external academic appointments, and other outside activities. Please take a moment to view the helpful resources.

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

1. Click the **Add** button to enter a new compensated or uncompensated activity.  
 Note, if you sync'd from the My COI module, OPA will denote those entities with \*\*. You must review and update all data brought forward from COI or importing the OPA from a prior year.
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. Check the **Located outside the U.S.** checkbox if the activity is with, or under the sponsorship of, a non-U.S. entity of any type (university, company, government, or other agency), either in person or remotely. Then, select the country where the company/entity is based from the pull-down menu.

Company/Entity	Located Outside the U.S.	Nature of Work/Relationship	Compensated or Uncompensated	# of Days per Year	
				Summer 6/1 - 8/31	Academic 9/1 - 5/31
**Spacely Space Sprockets	<input type="checkbox"/>	Employee	Compensated	4.0	5.0
Cogswell's Cosmic Cogs	<input checked="" type="checkbox"/>	Seminars on research at MIT	Compensated	2.0	0.0
Great Gazoo Industries	<input checked="" type="checkbox"/>	Founder and Consultant	Compensated	3.0	9.0
TOTAL				9.00	14.00

Click to delete entry

Click to Add new entry

5. Enter the **Nature of Work/Relationship**.

6. Select **Compensated** or **Uncompensated** from the pull-down menu.
7. Enter the **# of Days per Year** (may include two decimal places).
8. You may click in any of the textboxes to modify your entry.
9. Repeat steps above as needed and review to make sure the information is accurate.

### Outside Financial Interests and Relationships

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. OPA provides examples of relationships that an outside entity may have to MIT activities.

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

Company/Entity	Located Outside the U.S.	Relationship	Your Relationship with Company/Entity	Company's/Entity's Relationship with MIT
Great Gazoo Industries	<input checked="" type="checkbox"/> Thailand	Self	Founder and Consultant	Option to technology invented at MIT by Gazoo et al.
Spacely Space Sprockets	<input type="checkbox"/>	Self	Employee	Subcontractor

Add [Click to Add new entry](#)

[Click to delete entry](#)

1. Click the **Add** button. If you copied forward OPA information from last year or synced to COI SFI entities, some data may be pre-entered in the table. Please review and update as needed.
2. A table to enter Outside Financial Interest and Relationship information will display.
3. In the **Company/Entity** field enter the full name of the organization for which you or a family member have a relationship.
4. Check the **Located outside the U.S.** checkbox if the activity is with, or under the sponsorship of, a non-U.S. entity of any type (university, company, government, or other agency), either in person or remotely. Then, select the country where the company/entity is based from the pull-down menu
5. Select **Self**, **Spouse** or **Children** from the **Relationship** pull-down menu.
6. Enter your **Relationship** with the Company/Entity.
7. Enter the **Company's/Entity's Relationship with MIT**.
8. You may click in any of the textboxes to modify your entry.
9. Repeat steps above as needed.

### 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.).

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

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

Add Delete

Click to delete entry

1. Click the **Add** button. A table to enter information will display.
2. Select **Student** or **Subordinate** from the 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 your outside professional activity.
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.

### 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).

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

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

Add Delete

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.

## 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**

Spacey 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 & 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: 617-2581111  
Department: 10000935 - VP for Research      Email: trahaskelle@mit.edu

Email: [haskelle@mit.edu](mailto:haskelle@mit.edu)

Resources	OUTSIDE PROFESSIONAL ACTIVITIES (OPA) <span style="float: right;">[Help] ?</span>
<a href="#">Create/Edit My Current OPA Report</a>	Welcome to the Outside Professional Activities Website.
<a href="#">View My Current Submitted OPA Report</a>	On this site, you can:
<a href="#">View Archived Reports</a>	<ul style="list-style-type: none"><li>• Create your OPA report</li><li>• <b>Edit a partially completed OPA report</b></li><li>• View a submitted OPA report</li><li>• Submit your OPA report to your Department</li></ul>
FAQs	
<b>OPA Policy</b>	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 (**).
• Faculty	Please contact your Department Headquarters if you have questions.
• Staff	

## View Archived Reports

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

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

Name: Haskell, Edward Phone: 6172588225  
Department: 10000935 - VP for Research Email: trainor@mit.edu

**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

**Reporting cycle**

- June 2019 - May 2020
- June 2018 - May 2019
- June 2017 - May 2018
- June 2016 - May 2017

COI disclosure  
COI will be

Please contact your Department Headquarters if you have questions.

## 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**

See [External Academic Appointments and Other Outside Professional Activities](#)

For technical issues with OPA, 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)