

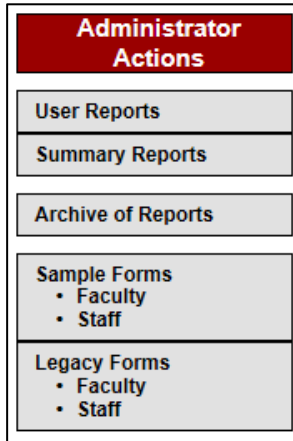
Outside Professional Activities (OPA)



Administrator Reports

Outside Professional Activities (OPA)

1. Go to <https://opa.mit.edu>
2. Under Administrator Actions Menu, click the report you wish to view



User Reports

Click the **User Reports** button and the **My Departments** screen will display a list of departments for which you have authorization to review.

To View a list of submitted reports:

Option 1

1. Click on the number showing in the Submitted Reports column across from a department listed. You will see a list of users' reports on the **My Users – Submitted Reports** screen.

| My Departments | | OPA Home | | | |
|-------------------------------------|---------------------------------|-------------------|--------------------|-----------------|-----------|
| Departments I can review: | | Search | | | |
| | | View Submitted | View Delinquent | View Exceptions | View All |
| Select all | Department | Submitted Reports | Delinquent Reports | Exceptions | All Users |
| <input checked="" type="checkbox"/> | Research Administration Support | 2 | 2 | 0 | 4 |
| <input checked="" type="checkbox"/> | Research Administration Systems | 1 | 5 | 0 | 6 |

Option 2

1. Check the box to the left of the department name for which you want to view submitted individual reports or click **Select all**.
2. Click **View Submitted** or **View All** to see those reports for selected department/s.
3. You will see a list of users' reports on the **My Users – Submitted Reports** screen.

| My Departments | | OPA Home | | | |
|-------------------------------------|---------------------------------|-------------------|--------------------|-----------------|-----------|
| Departments I can review: | | Search | | | |
| | | View Submitted | View Delinquent | View Exceptions | View All |
| Select all | Department | Submitted Reports | Delinquent Reports | Exceptions | All Users |
| <input checked="" type="checkbox"/> | Research Administration Support | 2 | 2 | 0 | 4 |
| <input checked="" type="checkbox"/> | Research Administration Systems | 1 | 5 | 0 | 6 |

To View an individual submitted reports:

My Users - Submitted Reports My Departments OPA Home

Print selected reports or view reports *The column headers in this page allow you to sort the data displayed* Search

Print Selected

| <input type="checkbox"/> | Name | Department | Rank/Title | Faculty/Staff | Email | Date Submitted | Has activities | Has Compensated Entities | Last Reviewed By: | View |
|--------------------------|-----------------|---------------------------------|----------------------------------------------------|---------------|------------------|------------------|----------------|--------------------------|-------------------|-------------------|
| <input type="checkbox"/> | Cariolo, Ian C | Research Administration Support | Sr Research Admin Support and Education Specialist | Staff | ICARIOLO@MIT.EDU | 05-07-2021 17:00 | Y | Y | | View |
| <input type="checkbox"/> | Trainor, Carole | Research Administration Support | Sr Research Admin Support and Education Specialist | Staff | TRAINOR@MIT.EDU | 05-07-2021 16:59 | Y | Y | | View |

Print Selected

Option 1

1. On the **My Users – Submitted Reports** screen click View on the right side of the line for the person whose report you wish to review. The OPA report will display.

My Users - Submitted Reports My Departments OPA Home

Print selected reports or view reports *The column headers in this page allow you to sort the data displayed* Search

Print Selected

| <input type="checkbox"/> | Name | Department | Rank/Title | Faculty/Staff | Email | Date Submitted | Has activities | Has Compensated Entities | Last Reviewed By: | View |
|-------------------------------------|-----------------|---------------------------------|----------------------------------------------------|---------------|------------------|------------------|----------------|--------------------------|-------------------|-------------------|
| <input checked="" type="checkbox"/> | Cariolo, Ian C | Research Administration Support | Sr Research Admin Support and Education Specialist | Staff | ICARIOLO@MIT.EDU | 05-07-2021 17:00 | Y | Y | | View |
| <input checked="" type="checkbox"/> | Trainor, Carole | Research Administration Support | Sr Research Admin Support and Education Specialist | Staff | TRAINOR@MIT.EDU | 05-07-2021 16:59 | Y | Y | | View |

Print Selected

Option 2

1. Click the radio button (left side of line item) to select one or multiple user reports or click Select all then click Print Selected. The OPA report/s for those selected will display.

Option 3

1. Use Search. You will be presented with a Search window.
2. Complete fields known. **Note:** Employee Name must be entered in full, in format of Last Name, First Name, Middle Initial. Or, if not known, use the wildcard *

Search

Employee Name
 Unit
 Faculty/Staff
 Comp/Uncomp

Search Current OPA Cycle Search Archives & Current OPA Cycles

Search current and past OPA cycles by checking the **Search Archives & Current OPA Cycles** box

3. On the resultant **View Submitted Individual Reports** screen click The OPA report will display.

My Users

View Submitted Individual Reports

| | Name | Department | OPA Cycle |
|-------------------------------------|--------------|---------------------------------|----------------------|
| <input type="button" value="View"/> | Viejo, Pedro | Research Administration Systems | June 2020 - May 2021 |

To View a list of delinquent reports or exceptions:

My Departments

Departments I can review:

| Select all | Department | Submitted Reports | Delinquent Repo | Exceptions | All Users |
|-------------------------------------|---------------------------------|-------------------|-----------------|------------|-----------|
| <input checked="" type="checkbox"/> | Research Administration Support | 2 | 2 | 0 | 4 |
| <input checked="" type="checkbox"/> | Research Administration Systems | 1 | 5 | 0 | 6 |

Click to view list of delinquent reports

Option 1

1. Click on the number showing in either the Delinquent Reports or Exceptions column across from a department listed. You will see a list of individuals who either did not submit an OPA report or are released from submitting OPA reports.

My Departments

Departments I can review:

| Select all | Department | Submitted Reports | Delinquent Reports | Exceptions | All Users |
|-------------------------------------|---------------------------------|-------------------|--------------------|------------|-----------|
| <input checked="" type="checkbox"/> | Research Administration Support | 2 | 2 | 0 | 4 |
| <input checked="" type="checkbox"/> | Research Administration Systems | 1 | 5 | 0 | 6 |

Option 2

1. Check the box to the left of the department name for which you want to view reports or click to review Delinquent or Exception reports for all departments listed.
2. Click or to see those reports for selected department/s.

You will see the list on resultant screen.



On the Delinquent list a customized reminder notification may be sent to users. Check the box next to one or multiple users or and click .

.

Name: Trainer, Carole Phone: 6172588225

This action will send a notification to the selected users reminding them to complete their OPA report.
 You can either proceed with the default message below or you can edit the message as necessary and "send email"

Hello,

You are receiving this message because you have not yet submitted your required annual OPA report (<https://policies.mit.edu/outside-professional-activities>).
 In order to comply with MIT policy, please login to <http://opa.mit.edu> to complete your report as soon as possible

- If you experience technical difficulties during this process, please contact opa-tech-help@mit.edu
- If you have policy or other OPA related questions, please contact your department headquarters or the OPA help section at <http://opa.mit.edu>

Your prompt attention to this matter is appreciated
 Thank you

NOTE: This email address cannot accept replies. To fix an issue or learn more about OPA, contact your department headquarters or the OPA help section of <http://opa.mit.edu>

Send Email Cancel

SOKOL, Yekaterina Administration Systems Reporting and Data Analyst Staff SOKOLK@MIT.EDU Exception

E-mail View Exceptions

Mark Report Reviewed

Reviewers may mark a report reviewed by clicking Mark Reviewed at the bottom of a report.

REVIEW HISTORY

Mark Reviewed

| Reviewer | Date Reviewed |
|----------|---------------|
| | |

Print

A list of submitted Reports shows reviewers name in **Last Reviewed By** column

My Users - Submitted Reports My Departments OPA Home

Print selected reports or view reports *The column headers in this page allow you to sort the data displayed* Search

Print Selected

| Select all | Name | Department | Rank/Title | Faculty/Staff | Email | Date Submitted | Has Entities | Last Reviewed By: |
|--------------------------|----------------|------------------------------|------------------------------|---------------|------------------|------------------|--------------|-------------------|
| <input type="checkbox"/> | Cariolo, Ian C | Office of Sponsored Programs | Grant/Contract Administrator | Staff | icariolo@mit.edu | 04-18-2014 01:59 | Y | kdenutte View |
| <input type="checkbox"/> | DeNutte, ... | Office of Sponsored ... | Senior Course Support | | | | | |

Mark an Exception

On the **My Users – Delinquent** screen exceptions may be marked for those users that do not need to report OPA or are otherwise excluded from electronic disclosure. Click Exception on the person’s line.

My Users - Delinquent My Departments OPA Home

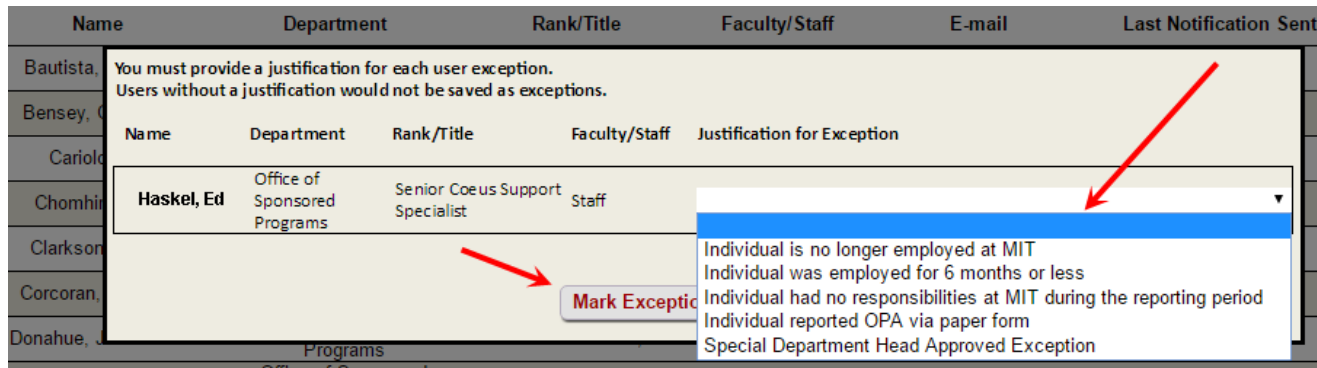
Individuals who did not submit OPA reports *The column headers in this page allow you to sort the data displayed* Search

E-mail View Exceptions

| Select all | Name | Department | Rank/Title | Faculty/Staff | E-mail | Last Notification Sent |
|--------------------------|---------------------|------------------------------|-------------------------|---------------|------------------|------------------------|
| <input type="checkbox"/> | Adams-Heath, Acia J | Office of Sponsored Programs | Subaward Administrator | Staff | acia@mit.edu | |
| <input type="checkbox"/> | Barrett, William J | Office of Sponsored ... | Assistant Director, OSP | Staff | wbarrett@mit.edu | |

Exception

In the resultant window, you must select the appropriate **Justification for Exception** from the drop down list. Then click **Mark Exception** or Cancel to exit.



The Exempt person's name will no longer appear on the Delinquent list. Click **View Exceptions** buttons at top or bottom of Delinquent Reports screen to view. See instructions in earlier section of this quick reference card to view list of Exceptions. **Note:** Exceptions made in error may be reversed. From the **My Users – Exceptions** screen click **Mark Delinquent** on the person's line. The name will no longer appear in the Exception list.

View Summary Reports

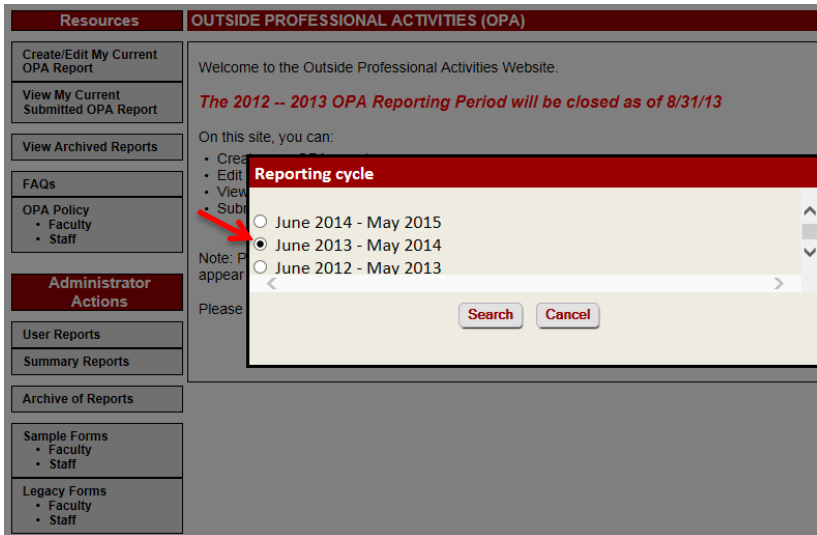
Under Administrator Actions Menu on OPA home page click **Summary Reports**. A list of summary reports available and a description of each will display.

1. Click the report you wish to view
2. The report will open in Cognos. Please see the Cognos Quick Card for assistance.

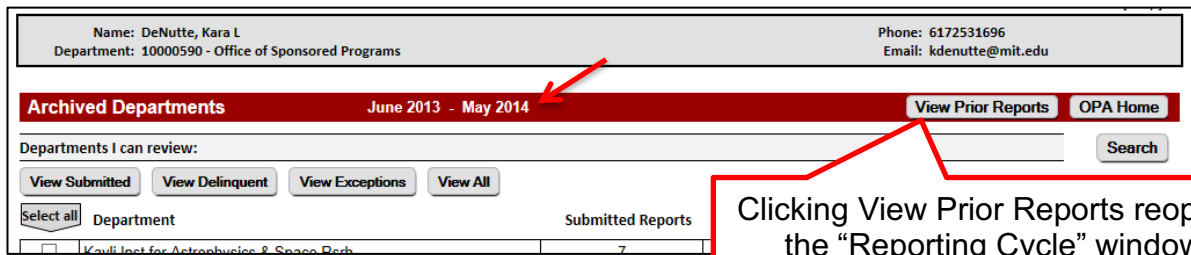
| My Summary Reports OPA Home | |
|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Staff & Faculty Reports | *These reports are updated hourly |
| Report Type | Description |
| Staff OPA Report | Lists staff with submitted OPA reports, showing the number of compensated and uncompensated days for each person, sorted by department |
| Faculty OPA Report | Lists faculty with submitted OPA reports, showing the number of compensated and uncompensated days for each person, sorted by department |
| 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 |

Archive of Reports

To see reports from previous OPA reporting cycles under Administrator Actions click **Archive of Reports**. The Reporting Cycle window opens (below). Select a cycle and click Search button.



The Archived Departments Screen opens displaying dates of Reporting Cycle selected. Follow instructions provided in earlier sections of this quick card to access lists of submitted Reports, an individual report, or Delinquent reports and Exceptions.



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