Outside Professional Activities (OPA)  
Staff (Non-Faculty)

Outside Professional Activities – OPA Home

1. The OPA Home will display your Name, Department, Phone, and Email in the top banner.
2. OPA Home page provides links to Help, FAQs, and the Purpose of OPA for guidance.
3. Click Create/Edit My Current OPA Report from the Resources column on the left.

Administrative Staff (screening form)

Administrative Staff members will be directed to a simple screening form that determines whether the staff member is required to submit an OPA report. Generally, only Administrative Staff who have engaged in professional consulting service with the approval of their department head are required to submit an OPA report.

1. Did you engage in professional consulting during the reporting period (June 1 - May 31), either with prior department head/ supervisor approval or for which you still need to seek approval?
2. Select the appropriate response:
   - Yes (You will be directed to complete an OPA report)
   - No (No OPA report required)
3. Click the **Submit** button. If you selected No, your OPA report is complete. If you selected Yes, complete the steps that follow.

**Outside Professional Activities Report**

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 to import the data. You will be able to edit information that is brought forward from the previous year.

**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). Checkboxes will indicate if you were Full-Time or Part-Time, and whether your appointment was Compensated. The **Appointment Percentage** is also pre-populated but editable.
Staff Consulting Or Related Professional Activities

Note: With the exception of Senior Research Scientists/Engineers/Associates and Principal Research Scientists/Engineers/Associates, most MIT Staff do not have consulting privileges.

Using the Yes / No checkboxes, indicate whether you worked or consulted, either paid or unpaid, for any organization or entity outside MIT in a professional capacity, i.e., performing work that was related to your professional role at MIT?

If you reply, Yes, use the checkboxes to reply to the following:
If you do not normally have consulting privileges, have you obtained approval for engaging in this professional activity from your department head/supervisor?

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, from the pull-down menu, select the country where the company/entity is based.
4. Enter the **Nature of Work/Relationship**.
5. Select **Compensated** or **Uncompensated** from the pull-down menu.
6. Enter the **# of Days per Year** (may include two decimal places).
7. You may click in any of the textboxes to modify your entry.
8. Repeat steps above as needed and review to make sure the information is accurate.

**Other Activities**

Using the checkboxes, respond **Yes** or **No** to the question *During the past year did you engage in any outside work or activity, paid or unpaid, of a non-professional nature, i.e., activity that was unrelated to your professional role at MIT, that in any way diminished your ability to fulfill your professional responsibility to MIT?*

If you answer Yes, use the textbox to describe the activity and indicate whether you have discussed this activity with your supervisor.

**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.
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, from the pull-down menu, select the country where the company/entity is based.
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.
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.

<table>
<thead>
<tr>
<th>Company/Entity</th>
<th>Please describe the use of MIT resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acme Incorporated</td>
<td>Transmission electron microscope (TEM) imaging</td>
</tr>
</tbody>
</table>

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.

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.

1. Click the Save button to save your work. If you logout, you must return later 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 by clicking the View My Current Submitted OPA Report button.

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
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