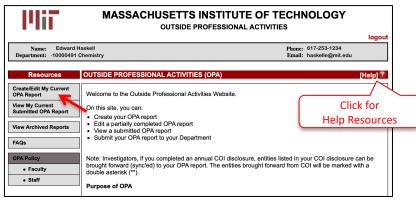
Outside Professional Activities (OPA)



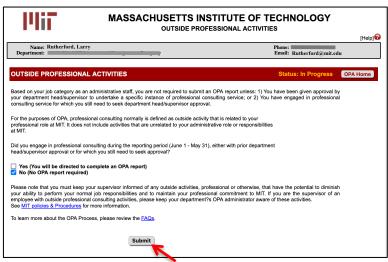
Staff (Non-Faculty)
Outside Professional Activities – OPA Home

- 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 & Sponsored Research Administrative Staff (screening form)

Administrative Staff and Sponsored Research 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 and Sponsored Research 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.

STAFF OUTSIDE PROFESS	ONAL ACTIVITIES	June 2021 - May 2022	OPA Home
interest and to ensure that their activ reporting process, which is required consulting and business interests an	ities and interests do not conflict with the of all MIT staff appointees (except sup	i on its behalf have the obligation to avoid ethical, legal, f r obligations to the institute or its welfare. (<u>Policies and Pro</u> port and service staff), is intended to identify outside pro appearance of conflict with the Institute's interests; and to outside activities.	cedures, 4.4) The Staff OPA fessional activities, including
Individuals with non-recurring app	pointments of 6 months or less are exe	mpt from reporting.	
Select the question icon to see a list	of staff appointments that are required to	report OPA 😨	
STAFF DATA RECORDS	Would you like to import the OPA dat	a you reported last year into this OPA form?	
	Ye	s No	
Appointment Title:			
The checked boxes indicate from	Institute records if your appointment is	Full-time or Part-time.	
☐ Full-Time ✓ Part-Time			

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.

FACULTY OUTSIDE PROFES	SIONAL ACTIVITIES June 2021 - May 2022 Status: In Pr	rogress Sync COI Entities OPA Home
MIT's Policy on faculty outside p Full-time members of the faculty comprises 39 weeks) and when a 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 Ever Coccoa, Inc (formerly Sustain Coccoa)	^{ng} Sync COI Entities at any time
The checked boxes indicate from Fail Term Sabbatical / Leave Spring Term Sabbatical / Leave		
If, during your leave, you were in n Name of institut	Sync Cancel	please provide the following: period at institution

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 prepopulated but editable.

STAFF DATA RECORDS		
Appointment Title:	Finance and Operations Manager	
The checked boxes indicate from Institute records	if your appointment is Full-time or Part-time.	
✓ Full-Time □ Part-Time Appointment Percentage = 100.0 %		Information is pre-populated but may be edited for accuracy.
The checked boxes indicate from Institute records	if you have a compensated appointment.	
✓ Yes No		

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.

- 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.

Company/Entity	Located Outside the	Nature of Work/Relationship	Compensated or	# of Day	s per Year	
	U.S.		Uncompensated	Summer 6/1 - 8/31	Academic 9/1 - 5/31	
**Spacely Space Sprockets		Employee	Compensated -	4.0	5.0	Click to delete entry
11.		11.	4			Delete
Cogswell's Cosmic Cogs		Seminars on research at MIT	Compensated	2.0	0.0	Delete
11.	Thailand					Delete
Great Gazoo Industries		Founder and Consultant	Compensated •	3.0	9.0	
11.	Japan 💌	11.	_			Delete
	тот	AL		9.00	14.00	
Add Click to Add nev	v entry					

- 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.

OTHER ACTIVITIES	
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 profession role at MIT, that in any way diminished your ability to fulfill your professional responsibility to MIT?	nal
□ Yes ✔ No	
If yes, please 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.

Company/Entity	Located Outside the U.S.	Relationship	Your Relationship with Company/Entity	Company's/Entity's Relationship with MIT
Great Gazoo Industries		Self •	Founder and Consultant	Option to technology invented at MIT by Gazoo et al.
11.	Thailand		11.	
Spacely Space Sprockets		Self -	Employee	Subcontractor
11.			11.	
Add Click to Add new	entry		<u>.</u>	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, 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.

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	Delete
Add		"	1	CI	ck to de	lete ent

- 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	Delet
Add		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? ^O 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
	Å
	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

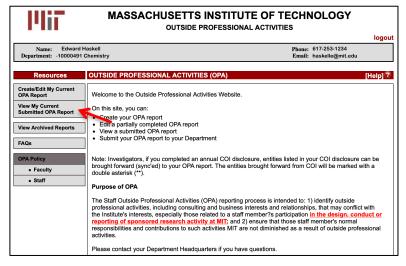
You may Save the information entered for completion at another time or Certify & Submit.

CERTIFICATION	
	s policies on Full-time Service, Conflict of Interest and Outside Professional Activities (as stated in MIT Policies and Procedures sections 4.3,
.5).	
	vonsbillities: Full Time Service
	ionsibilities: Conflict of Interest
	ionsibilities: Outside Professional Activity
	for confidential review by my department head and other officials designated by MIT's administration.
	ormation may not be released by MIT except for limited purposes required by law, regulation or contract.
agree to discuss with	y department head any situations that raise concerns about potential conflicts of interest or commitment before engaging in such activity.
By clicking the Certify 8	Submit button, I certify that the information I have provided on this form is complete and correct to the best of my knowledge.
	Save 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.

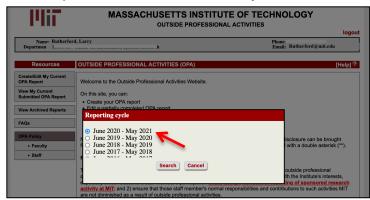
View My Current Submitted OPA Report

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 inquires

Please contact your **department headquarters** See <u>External Academic Appointments and Other Outside Professional Activities</u>

For technical issues with OPA, such as:

- Unable to access link
- Online form issues
- Any other technical/system related issues

Please contact <u>opa-tech-help@mit.edu</u>