

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.

MASSACHUSETTS INSTITUTE OF TECHNOLOGY
OUTSIDE PROFESSIONAL ACTIVITIES

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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 (**).

Purpose of OPA

Click for Help Resources

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.

MASSACHUSETTS INSTITUTE OF TECHNOLOGY
OUTSIDE PROFESSIONAL ACTIVITIES

Name: Rutherford, Larry
Department: [redacted]
Phone: [redacted]
Email: Rutherford@mit.edu

OUTSIDE PROFESSIONAL ACTIVITIES | Status: In Progress | OPA Home

Based on your job category as an administrative staff, you are not required to submit an OPA report unless: 1) You have been given approval by your department head/supervisor to undertake a specific instance of professional consulting service; or 2) You have engaged in professional consulting service for which you still need to seek department head/supervisor approval.

For the purposes of OPA, professional consulting normally is defined as outside activity that is related to your professional role at MIT. It does not include activities that are unrelated to your administrative role or responsibilities at MIT.

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?

Yes (You will be directed to complete an OPA report)
 No (No OPA report required)

Please note that you must keep your supervisor informed of any outside activities, professional or otherwise, that have the potential to diminish your ability to perform your normal job responsibilities and to maintain your professional commitment to MIT. If you are the supervisor of an employee with outside professional consulting activities, please keep your department's OPA administrator aware of these activities. See [MIT policies & Procedures](#) for more information.

To learn more about the OPA Process, please review the [FAQs](#).

Submit

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 PROFESSIONAL ACTIVITIES June 2021 - May 2022 OPA Home

It is the policy of the Institute that its officers, faculty, staff, and others acting on its behalf have the obligation to avoid ethical, legal, 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. (Policies and Procedures, 4.4) The Staff OPA reporting process, which is required of all MIT staff appointees (except support and service staff), is intended to identify outside professional activities, including consulting and business interests and relationships, that conflict or present an appearance of conflict with the Institute's interests; and to ensure that a staff member's normal responsibility and contribution to MIT are not diminished as a result of outside activities.

Individuals with non-recurring appointments of 6 months or less are exempt from reporting.

Select the question icon to see a list of staff appointees that are required to report OPA.

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

Yes 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 PROFESSIONAL ACTIVITIES June 2021 - May 2022 Status: In Progress Sync COI Entities OPA Home

MIT's Policy on faculty outside p
Full-time members of the faculty
comprises 39 weeks) and when

FACULTY DATA RECORDS

The checked boxes indicate from

Fall Term Sabbatical / Leave
 Spring Term Sabbatical / Leave

If, during your leave, you were in r

Name of institut

If your leave was unpaid by MIT, w

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 Cocoa, Inc (formerly Sustain Cocoa)

Sync Cancel

Sync COI Entities at any time

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 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%

The checked boxes indicate from Institute records if you have a compensated appointment.

Yes
 No

Information is pre-populated but may be edited for accuracy.

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?

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.

During the past year, did you work or consult, 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? (Please note that you will have an opportunity to report outside activities unrelated to your professional role in the "Other Activities" section, below.)

Yes
 No

If yes, please complete the next section, Compensated and Uncompensated Professional Activities.
 If no, you may skip the next section.

If you do not normally have consulting privileges, have you obtained approval for engaging in this professional activity from your department head/supervisor?

Yes
 No

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.

Company/Entity	Located Outside the U.S.	Nature of Work/Relationship	Compensated or Uncompensated	# of Days per Year		Delete
				Summer 6/1 - 8/31	Academic 9/1 - 5/31	
**Spacely Space Sprockets	<input type="checkbox"/>	Employee	Compensated	4.0	5.0	Delete
Cogswell's Cosmic Cogs	<input checked="" type="checkbox"/> Thailand	Seminars on research at MIT	Compensated	2.0	0.0	Delete
Great Gazoo Industries	<input checked="" type="checkbox"/> Japan	Founder and Consultant	Compensated	3.0	9.0	Delete
TOTAL				8.00	14.00	

Click to Add new 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 professional role at MIT, that in any way diminished your ability to fulfill your professional responsibility to MIT?

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	<input checked="" type="checkbox"/> Thailand	Self	Founder and Consultant	Option to technology invented at MIT by Gazoo et al.	Delete
Spacely Space Sprockets	<input type="checkbox"/>	Self	Employee	Subcontractor	Delete

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, 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

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

Delete

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?

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.

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.

MIT MASSACHUSETTS INSTITUTE OF TECHNOLOGY
OUTSIDE PROFESSIONAL ACTIVITIES logout

Name: Edward Haskell Phone: 617-253-1234
Department: -10000491 Chemistry Email: haskelle@mit.edu

Resources OUTSIDE PROFESSIONAL ACTIVITIES (OPA) [Help] ?

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

Purpose of OPA

The Staff Outside Professional Activities (OPA) reporting process is intended to: 1) identify outside professional activities, including consulting and business interests and relationships, that may conflict with the Institute's interests, especially those related to a staff member's participation in [the design, conduct or reporting of sponsored research activity at MIT](#); and 2) ensure that those staff member's normal responsibilities and contributions to such activities MIT are not diminished as a result of outside professional activities.

Please contact your Department Headquarters if you have questions.

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: Rutherford, Larry Phone: _____
Department: _____ Email: Rutherford@mit.edu

Resources OUTSIDE PROFESSIONAL ACTIVITIES (OPA) [Help] ?

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Reporting cycle

- June 2020 - May 2021
- June 2019 - May 2020
- June 2018 - May 2019
- June 2017 - May 2018

Search Cancel

Disclosure can be brought with a double asterisk (**).

outside professional in the Institute's interests, [ing of sponsored research activity at MIT](#); and 2) ensure that those staff member's normal responsibilities and contributions to such activities MIT are not diminished as a result of outside professional activities.

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