Outside Professional Activities (OPA)

Cognos Reports

Outside Professional Activities (OPA)

1. Go to https://opa.mit.edu

2. Under **Administrator Actions** menu, click *Summary Reports*. For all of the instructions below, the Report Type will be chosen from the **My Summary Reports** screen.
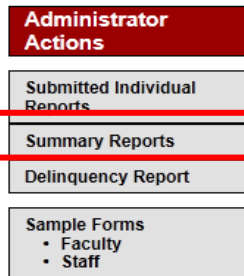
The **My Summary Reports** screen will display a list of summary reports available and a description of each.

3. Click the Report Type you wish to view

   The report will open in Cognos.

The report will open with all the information related to that report. The data will be displayed under the optional filter boxes. You can filter the report by selecting specific departments and/or rank.

Select the **Department(s)** and/or **Rank(s)** you wish to view and click *Refresh Report* on the bottom left of the blue box. The report will then be filtered based on your selections.

Name	Rank	Position Title	Level of Effort	Consulting Privileges	# of Days Comp.	# of Days Uncomp.	Total # of Days	Non-US Comp/Uncomp Activities	Non-US Financial Interests
Arnas Martinez, David	Post Doctoral Associate	Postdoctoral Associate	100%	N	0	0	0	0	0
Billings, Todd R	Technical Instructor	Technical Instructor	100%	N	0	0	0	0	0
Dixon, Bryce D	Post Doctoral Fellow	Postdoctoral Fellow	100%	N	0	0	0	0	0
Eastham, Sebastian David	Research Scientist	Research Scientist	100%	N	0	0	0	0	0
Freeman, Jet Lee	Administrative Staff	Financial Officer	100%	N	0	0	0	0	0
Hu, Susan	Administrative Staff	Senior Financial Officer	100%	N	0	0	0	0	0

The default report will correspond to the current OPA Cycle. You can view prior year reports by selecting the corresponding year in the **Cycle Year** box.

The **Cycle Year** box corresponds to the year in which the user completed the report, i.e. cycle year 2021 corresponds to the OPA reporting for period June 2020 to May 2021.

The filter format is the same as described above for the Faculty OPA report and the Faculty Summary Reports.

For the Faculty Report by Rank

Please follow the following steps to create the report:

1. Select the **Department(s)**
2. Click *Refresh Rank* on the bottom left of the blue filter box

3. Select **Rank(s)**
4. Select **Compensation**

Required Parameters

Department:	Rank:	Compensation:
Aeronautics and Astronautics	Assistant Professor	Y
Anthropology Program	Associate Professor w/o tenure	
Archaeology	Associate Professor with tenur	
Architecture	Professor	
Architecture & Planning - Depart Heads		
Biology		
Brain & Cognitive Sciences		
Chairman of the Corporation		
Chancellor's Office		
Chemical Engineering		
Chemistry		

Select all Deselect all   Select all Deselect all

Refresh Rank

Run Report

Click *Run Report* on the bottom left to create the report.

Once the report is run, a new filter is displayed **Cycle Year**, that allows you to view previously disclosed reports.

FACULTY COMPENSATED REPORT BY RANK

Return to Select Criteria

Parameters
Department:
Rank: Professor
Compensation: Y

Optional Filters:

Department:	Rank:	Compensation:	Cycle Year:
Chancellor's Office	Professor	Y	2021
Chemistry			
Dept Administrators & Lab Directors			
Earth, Atmospheric & Planetary Sciences			
Economics			
Electrical Engineering-Computer Science			
History Section			
Linguistics & Philosophy			
Literature Section			
Materials Science and Engineering			

Select all Deselect all   Select all Deselect all

Refresh Rank

Refresh Report

The report will be populated per your selections:

Period: 2020 - 2021
Department(s):

Payroll Rank	# of Fac 0-10	# of Days 0-10	# of Fac 11-20	# of Days 11-20	# of Fac 21-30	# of Days 21-30	# of Fac 31-39	# of Days 31-39	# of Fac Over 39	# of Days Over 39	Total # of Fac	Average # of Days
Professor	1	0	0	0	0	0	0	0	0	0	1	0.00
Overall - Total	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1**	**0.00**

The reports may also be downloaded to a PDF or an Excel workbook.

In the report, there are buttons on the top right of your screen.

To download to PDF or Excel:

1. Click the button in the pictured red square

2. Select *View in PDF Format* and a PDF will be created

3. In Mozilla Firefox or Google Chrome, select *View in Excel Options* and you will get:
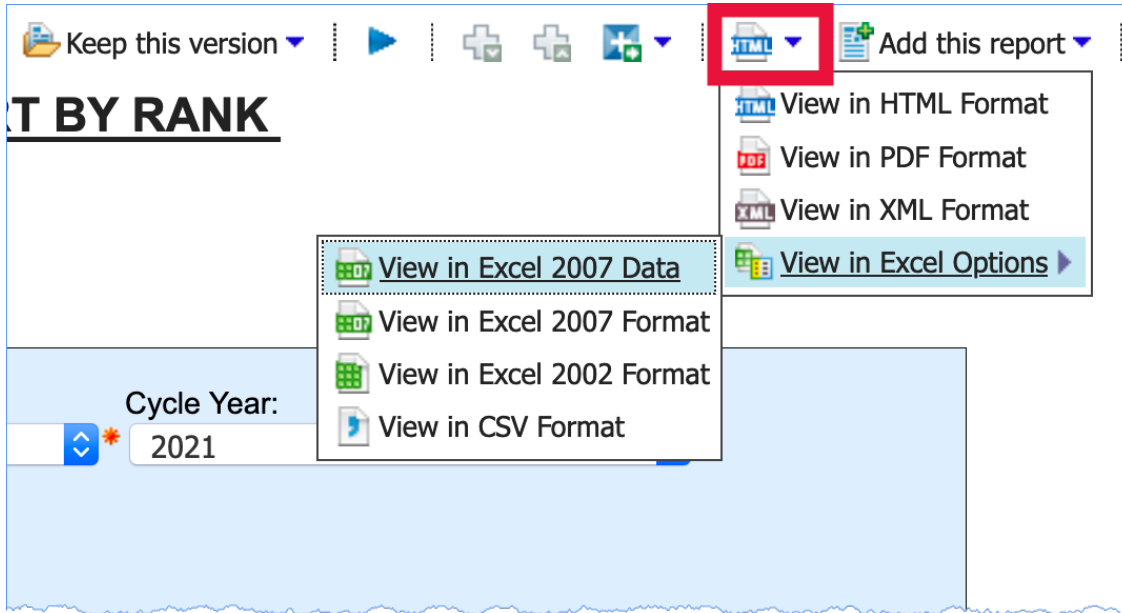
4. Select *View in Excel 2007 Format*. An Excel workbook will open and you can edit as you wish.

   NOTE: For Safari, the export can only be downloaded for Excel as .CSV Format
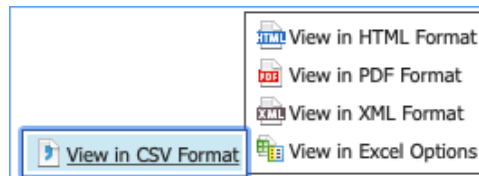
For the Faculty Outside U.S. Entities Report

Please follow the following steps to create the report:
1. Select the **Department(s)**
2. Select the **Rank(s)**
3. Select **Non-US Country**
4. Select **Cycle Year**
5. Click *Refresh Report* on the bottom left of the blue filter box

FACULTY OUTSIDE U.S. ENTITIES

Parameters:
Department(s): No Selection for Department
Rank(s): No Selection for Rank
Compensated: No Selection for Compensated

Optional Filters:

Department(s):
Aeronautics and Astronautics
Chancellor's Office
Chemistry
Dept Administrators & Lab Directors
Earth, Atmospheric & Planetary Sciences
Economics
Electrical Engineering-Computer Science
History Section
Linguistics & Philosophy
Literature Section
Materials Science and Engineering

Select all Deselect all

Rank(s):
Assistant Professor
Associate Professor w/o tenure
Associate Professor with tenur
Professor

Select all Deselect all

Non-US Country
Select a Country

Cycle Year:
2021

Refresh Report

Period: 2020-2021

HR Department Name	Name	Rank	Non-US Entity	Country	Compensated?	Financial Interest?
		Professor	International Association of Geodesy	Finland	N	
		Professor	Swiss National Supercomputing Centre/ETH Zurich	Switzerland	Y	
		Professor	School of Oceanography, Shanghai Jiaotong University	China	N	
		Professor	Lund University	Sweden	Y	
		Professor	University of Oslo	Norway	N	
			University of Oslo	Norway	Y	
	Alexander-Katz,	Associate Professor with	Interlub	Mexico	N	

For the Staff Outside U.S. Entities report

1. Select the **Department(s)**
2. Select the **Rank(s)**
3. Select **Non-US Country**
4. Select **Cycle Year**
5. Click *Refresh Report* on the bottom left of the blue filter box

STAFF OUTSIDE U.S. ENTITIES

Parameters:
Department(s): No Selection for Department
Rank(s): No Selection for Department
Compensated: No Selection for Compensated

Optional Filters:

Department(s):
Aeronautics and Astronautics
Audio Visual Services
Audit Division
Biology
Brain & Cognitive Sciences
Campus Activities Complex
Campus Construction
Care Team
Career Advising & Professional Devt
Center for Computational Science and Eng
Center for Global Change Science

Select all Deselect all

Rank(s):
Administrative Staff
Assistant Professor
Associate Professor w/o tenure
Coach
Instructor
Lecturer
Other Academic Administrative
Post Doctoral Associate
Post Doctoral Fellow
Principal Research Scientist
Professor with/o tenure

Select all Deselect all

Non-US Country:
United Kingdom

Cycle Year:
2021

Refresh Report

Period: 2020-2021

HR Department Name:

Name	Rank	Position Title	Non-US Entity	Country	Compensated?	Financial Interest?
	Post Doctoral Associate	Postdoctoral Associate	Advancy	United Kingdom	Y	
			AlphaSights	United Kingdom	Y	

HR Department Name:

Name	Rank	Position Title	Non-US Entity	Country	Compensated?	Financial Interest?

MIT: Outside Professional Activities

Getting Help

For Cognos help questions, please contact cognos-help@mit.edu

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

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