Outside Professional Activities (OPA)
Faculty
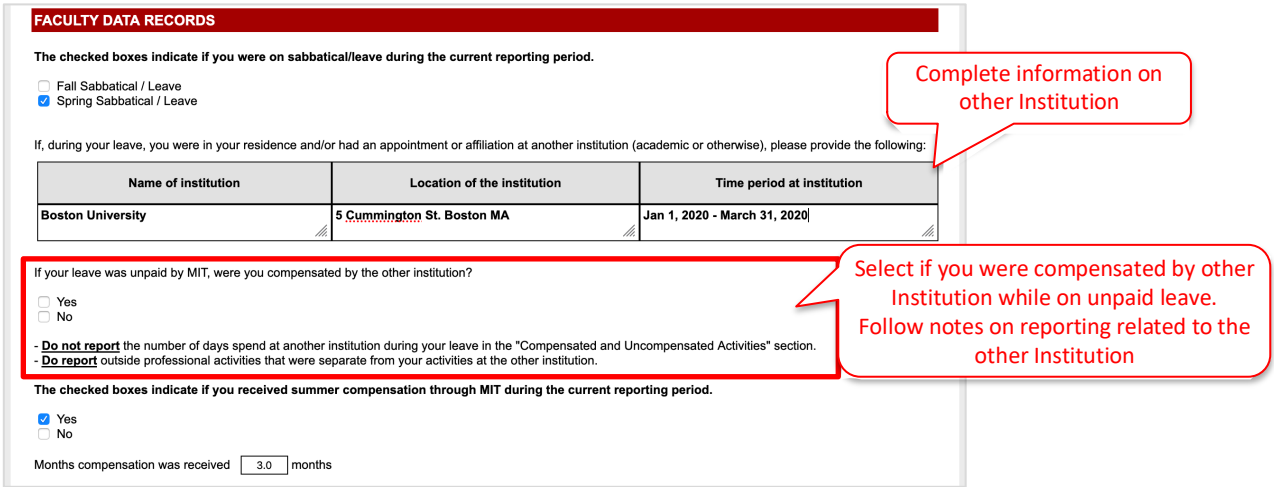
1. The *OPA Home* will display your Name, Department, Phone, and Email in the top banner.

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* listed on the left.

4. 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.

5. **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.

Sync COI Entities at any time
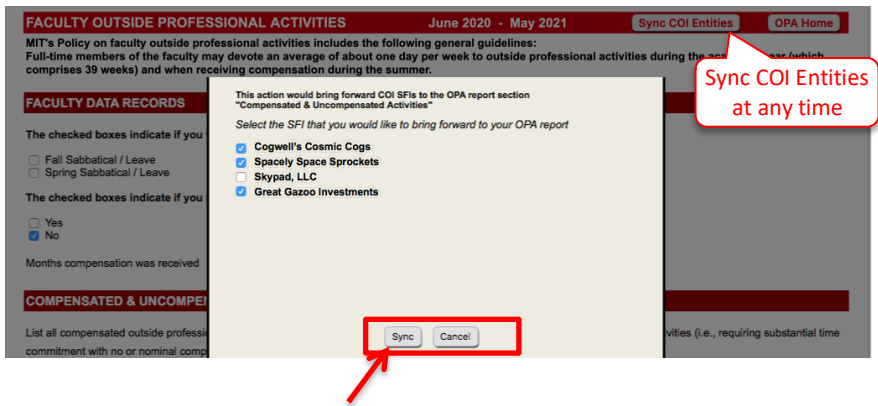
The OPA form will display your active appointment(s). Checkboxes will indicate if you were on sabbatical/leave during the period for reporting. Summer compensation through MIT and months compensated will also be prepopulated but editable.

Complete information on other Institution

Select if you were compensated by other Institution while on unpaid leave. Follow notes on reporting related to the other Institution

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	
				Summer 6/1 - 8/31	Academic 9/1 - 5/31
**Spacely Space Sprockets	☐	Employee	Compensated ▾	4.0	5.0	Delete — Click to delete entry
Cogswell's Cosmic Cogs / Thailand ▾	☑	Seminars on research at MIT	Compensated ▾	2.0	0.0	Delete
Great Gazoo Industries / Japan ▾	☑	Founder and Consultant	Compensated ▾	3.0	9.0	Delete
TOTAL				9.00	14.00	

Add — Click to Add new entry

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

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 / Thailand ▾	☑	Self ▾	Founder and Consultant	Option to technology invented at MIT by Gazoo et al.	Delete
Spacely Space Sprockets	☐	Self ▾	Employee	Subcontractor	Delete

Click to delete entry

Add — Click to Add new 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

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

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

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 at a later time 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 **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