Outside Professional Activities (OPA)

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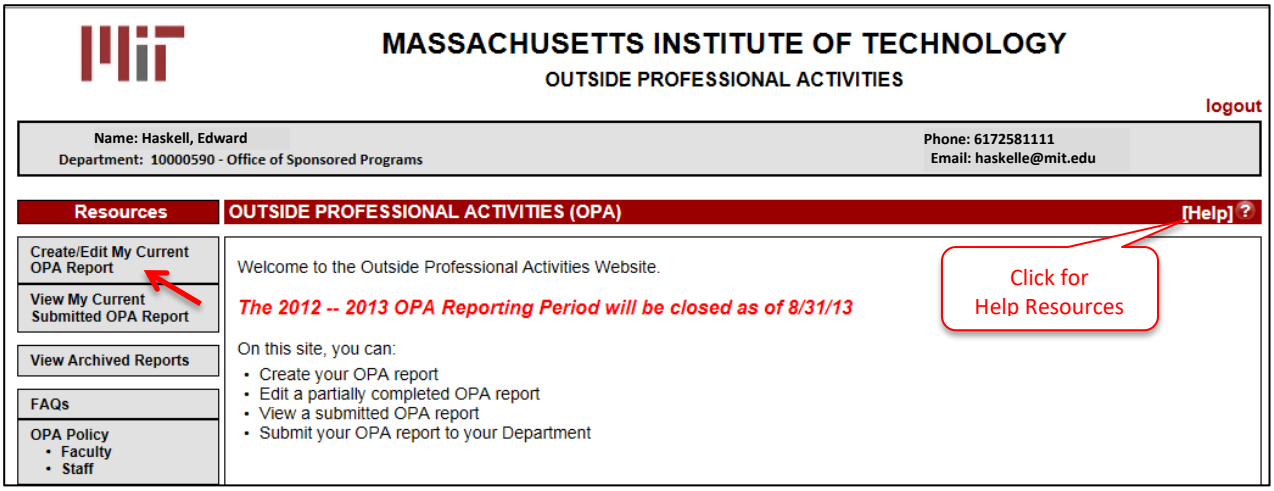
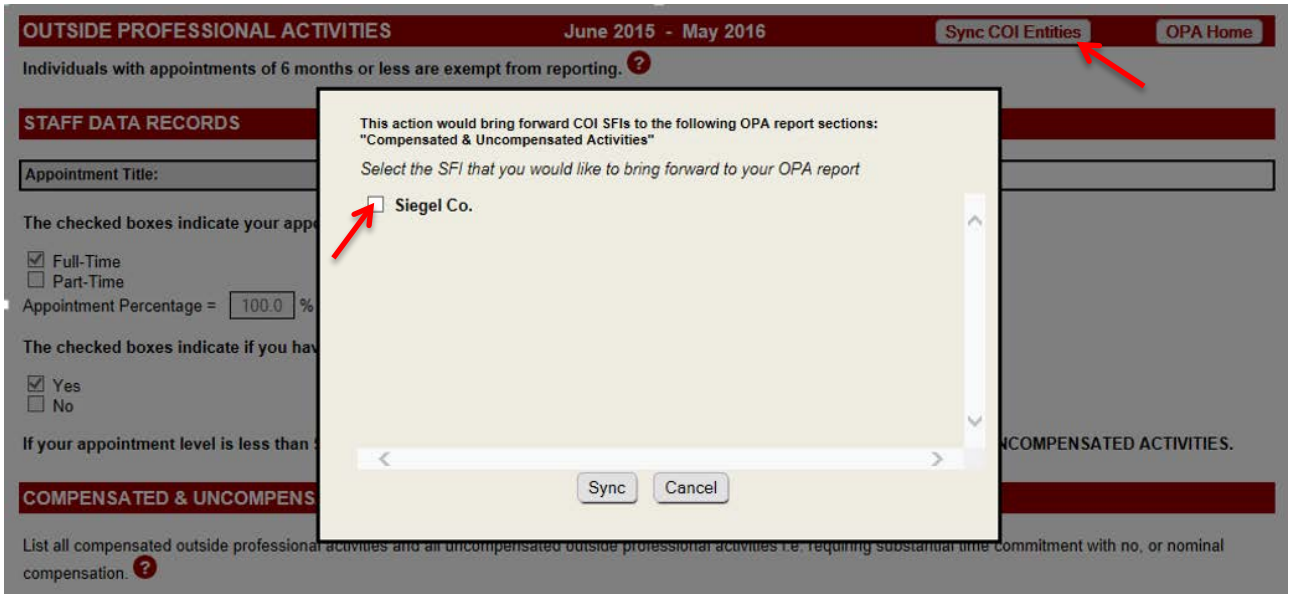
1. Go to **opa.mit.edu** you will automatically be signed in using your MIT Certificates.
2. The *OPA Home* will display, listing your Name, Department, Phone and Email in the top banner.



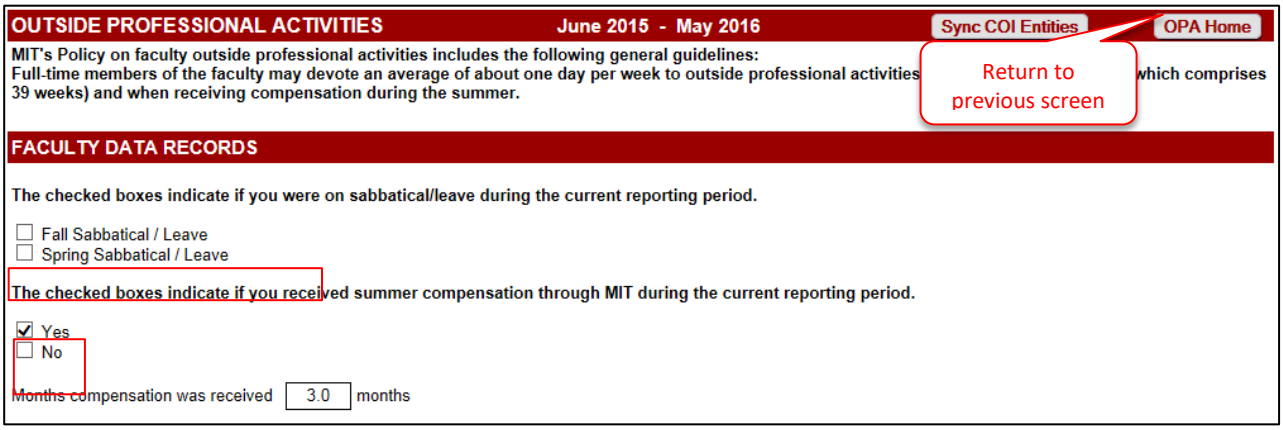
3. Click **Create/Edit My Current OPA Report** from the *Resources* listed on the left.

   Note: The first time clicking on Create/Edit My Current OPA Report the system will automatically prompt syncing of any Significant Financial Interests (SFI) from the MY COI module in Coeus. Check the box next to entities you want to bring forward and click Sync. Or, if you have none, click Cancel to continue. You may also sync anytime afterwards using the Sync COI Entities button in the top menu.



4. The **Outside Professional Activities** form will display. If a prior report was created, it will automatically populate this year's report. Information about your active appointment(s) will display.

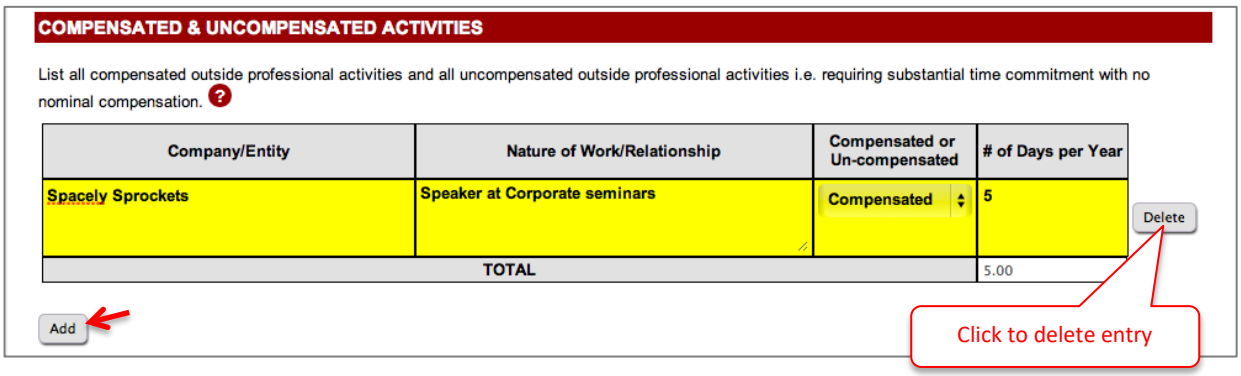
   For **Faculty**: Information regarding sabbatical, summer compensation, and months compensated will be prepopulated but remains editable.



5. Complete each section listed below. Click on the ? icon to access contextual help.

Compensated & Uncompensated Activities

List all compensated outside professional activities and all uncompensated outside professional activities. For more information and examples, click on the ? icon.

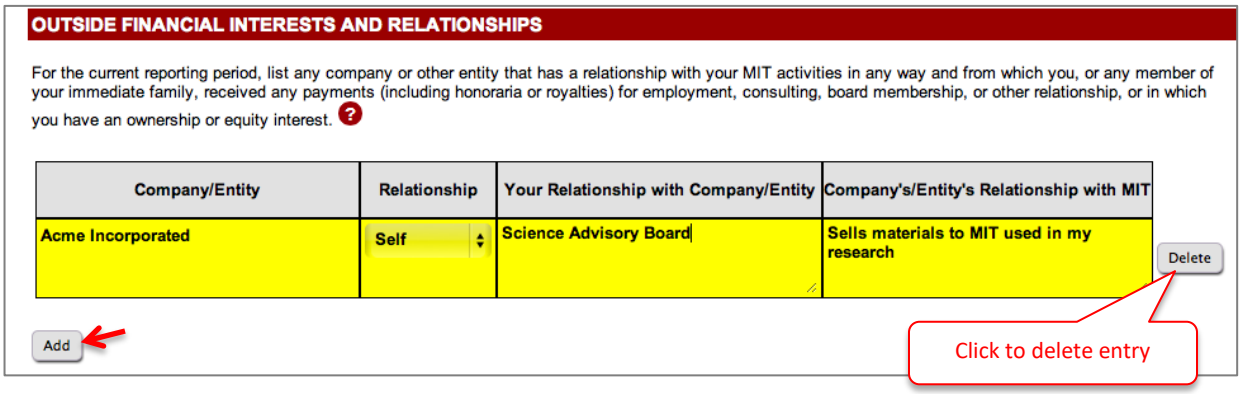


1. Click the **Add** button. A table to enter information will display.
2. In **Company/Entity** field enter the full name of the organization for which you have compensated or uncompensated outside professional activities.
3. Enter the **Nature of Work/Relationship**.
4. Select **Compensated** or **Uncompensated** from the pull-down menu.
5. Enter the **# of Days per Year** (may include two decimal places).
6. You may click in any of the textboxes to modify your entry.
7. Repeat steps above as needed.

Note: If you do not have any Compensated or Uncompensated Activities, please leave the section blank. Do not add any rows.

Outside Financial Interests and Relationships

List any company or other entity 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. For more information and examples, click on the ? icon.

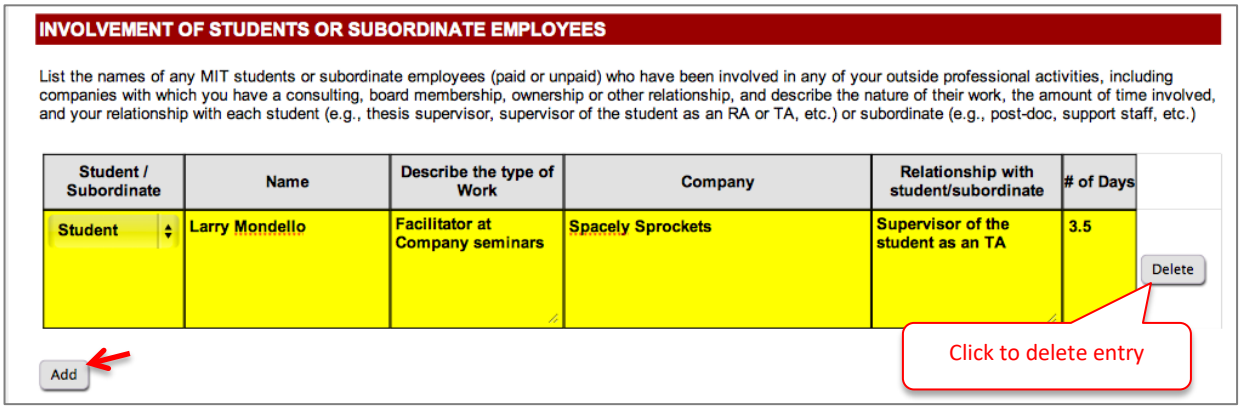


1. Click the **Add** button. A table to enter Financial Interest and Relationship information will display.
2. In the **Company/Entity** field enter the full name of the organization for which you or a family member have a relationship.
3. Select **Self, Spouse** or **Children** from the **Relationship** pull-down menu.
4. Enter **Your Relationship with Company/Entity**.
5. Enter the **Company's/Entity's Relationship with MIT**.
6. You may click in any of the textboxes to modify your entry.
7. Repeat steps above as needed.

Note: If you do not have any Outside Financial Interests and Relationships, please leave the section blank. Do not add any rows.

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.).



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.)

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

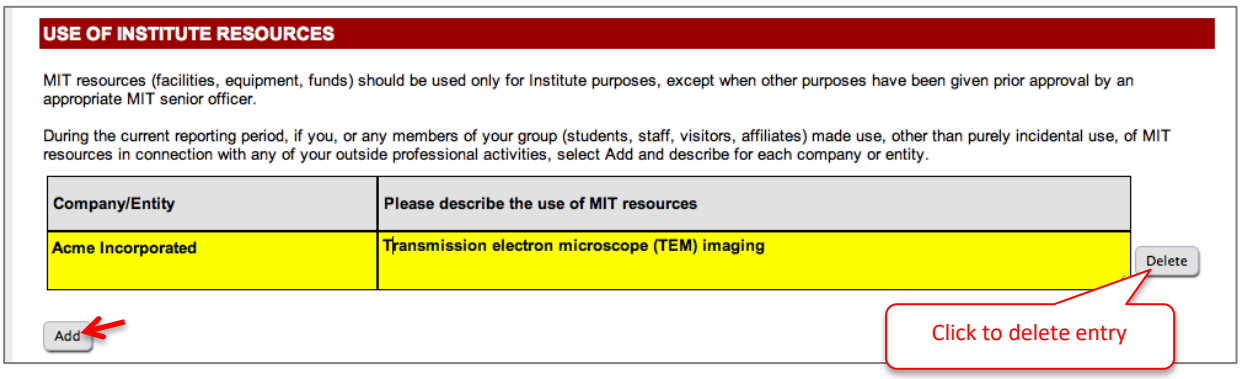
Click to delete entry

1. Click the **Add** button. A table to enter information will display.
2. Select **Student** or **Subordinate** from the **Student / Subordinate** 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 any of your outside professional activities.
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.

Note: If you do not have any Involvement of Students or Subordinates, please leave the section blank. Do not add any rows.

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).



USE OF INSTITUTE RESOURCES

MIT resources (facilities, equipment, funds) should be used only for Institute purposes, except when other purposes have been given prior approval by an appropriate MIT senior officer.

During the current reporting period, if you, or any members of your group (students, staff, visitors, affiliates) made use, other than purely incidental use, of MIT resources in connection with any of your outside professional activities, select Add and describe for each company or entity.

Company/Entity	Please describe the use of MIT resources	
Acme Incorporated	Transmission electron microscope (TEM) imaging	Delete

Add

Click to delete entry

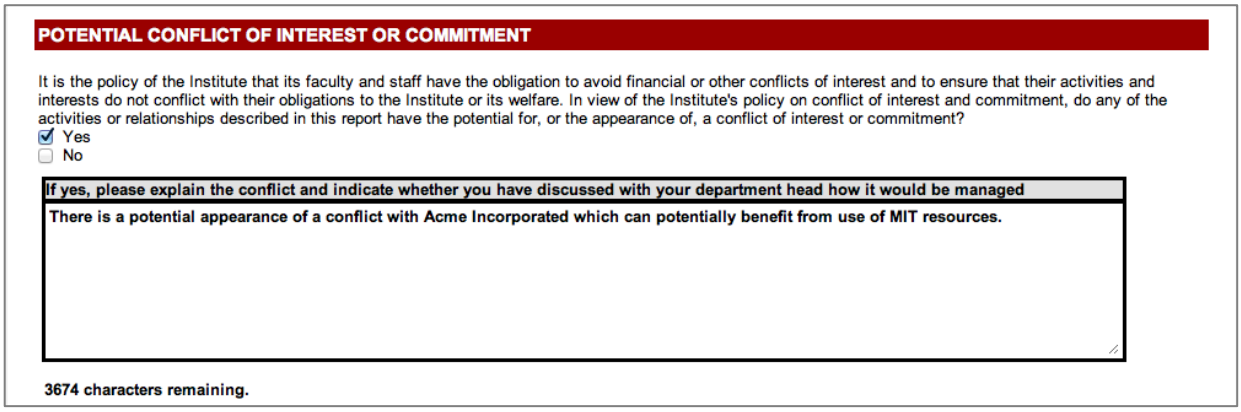
1. Click the **Add** button. A table to enter information will display.

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.

Note: If you do not have any Use of Institute Resources, please leave the section blank. Do not add any rows.

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

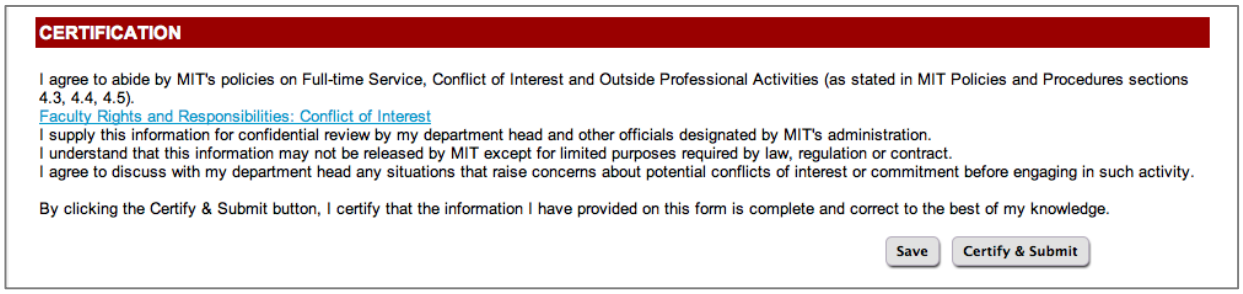
There is a potential appearance of a conflict with Acme Incorporated which can potentially benefit from use of MIT resources.

3674 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: Conflict of Interest
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.

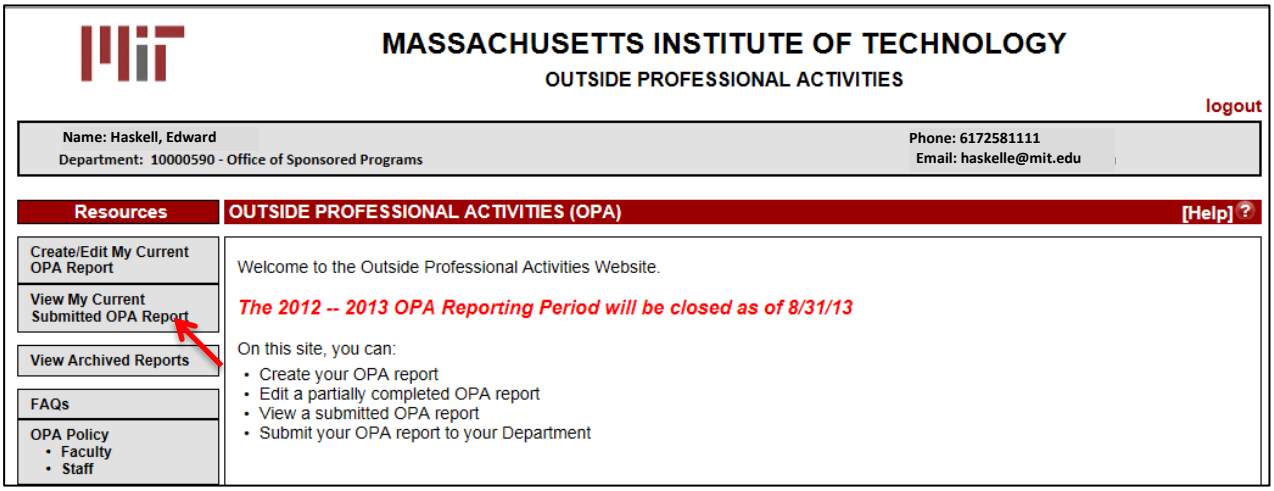
By clicking the Certify & Submit button, I certify that the information I have provided on this form is complete and correct to the best of my knowledge.

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 and Submit.
2. Click the **Certify & Submit** button to submit the OPA report to your Department for review.

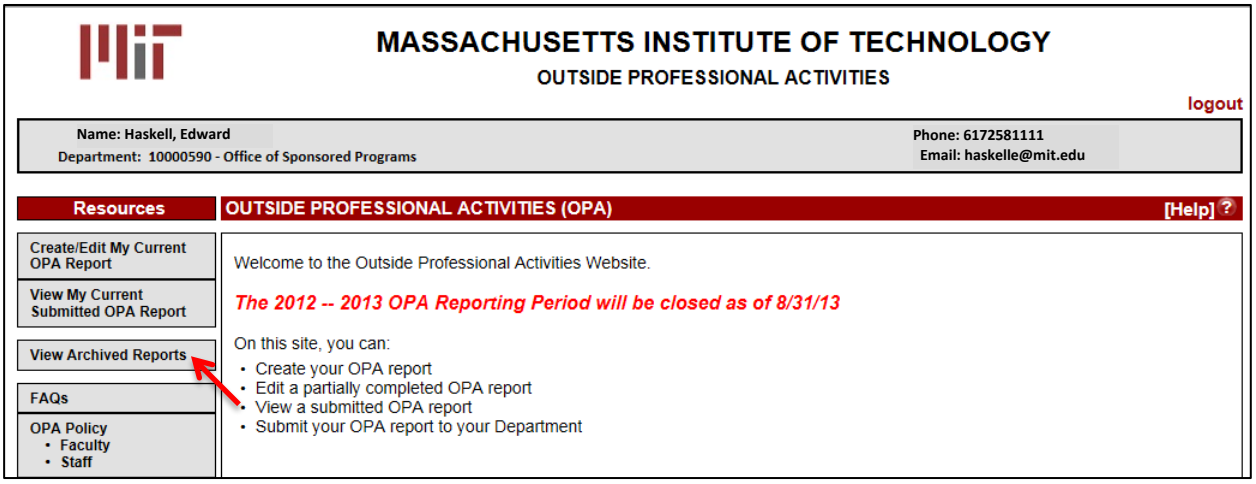
View My Current Submitted OPA Report

Once you submit an OPA report it can be viewed from OPA Home.



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**

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

FAQs: http://opa.mit.edu/opahelp/FAQ.html