Outside Professional Activities (OPA)

Administrator Reports

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1. Go to https://opa.mit.edu then under **Administrator Actions**, click the report you wish to view

Administrator Actions
User Reports
Summary Reports
Archive of Reports
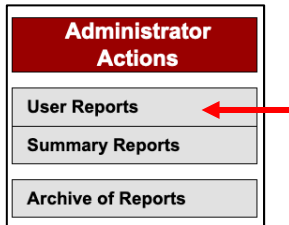
User Reports

Click the **User Reports** button and the **My Departments** screen will display a list of departments for which you have authorization to review.

To View a list of submitted reports:

Option 1

1. Click on the number showing in the **Submitted Long Form** column across from a department listed. You will see a list of users' reports on the **My Users – Submitted Reports** screen.

My Departments   OPA Home

Departments I can review: Search

View Submitted Short Form	View Submitted Long Form	View Delinquent	View Exceptions	View All

Select all	Department	Submitted Short Form	Submitted Long Form	Delinquent Reports	Exceptions	All Users
☑	VP for Reseach Area	0	0	1	0	1
☑	VP for Research	0	39	0	0	39

Click to view list of submitted reports

Option 2

1. Check the box to the left of the department name for which you want to view submitted individual reports or click Select all .

2. Click View All or click button for the specific form or status to see those reports for selected department/s and then click the **View Submitted Long Form** button.

3. You will see a list of users' reports on the **My Users – Submitted Reports** screen.

My Departments   OPA Home

Departments I can review: Search

View Submitted Short Form	View Submitted Long Form	View Delinquent	View Exceptions	View All

Select all	Department	Submitted Short Form	Submitted Long Form	Delinquent Reports	Exceptions	All Users
☑	Research Administration Services	0	1	34	0	35
☑	Research Administration Support	1	1	2	0	4

To View an individual submitted reports:

Option 1

1. On the **My Users – Submitted Reports** screen click [View] on the right side of the line for the person whose report you wish to review. The OPA report will display.

Option 2

1. Click the checkbox (left side of line item) to select one or multiple user reports or click [Select all] then click [Print Selected]. The OPA report/s for those selected will display.

Option 3

1. Use ⬚Search⬚ . You will be presented with a Search window.
2. Complete fields known. **Note:** Employee Name must be entered in full, in format of Last Name, First Name, Middle Initial. Or, if not known, use the wildcard *

Search current and past OPA cycles by checking the **Search Archives & Current OPA Cycles** box

3. On the resultant **View Submitted Individual Reports** screen click ⬚View⬚ The OPA report will display.

To View a list of delinquent reports or exceptions:

Option 1

1. Click on the number showing in either the Delinquent Reports or Exceptions column across from a department listed. You will see a list of individuals who either did not submit an OPA report or are released from submitting OPA reports.

Click to view list of delinquent reports

Option 2

1. Check the box to the left of the department name for which you want to view reports or click ⬚Select all⬚ to review Delinquent or Exception reports for all departments listed.
2. Click ⬚View Delinquent⬚ or ⬚View Exceptions⬚ to see those reports for selected department/s.

   You will see the list on resultant screen.

⚠️ On the Delinquent list a customized reminder notification may be sent to users. Check the box next to one or multiple users or [Select all] and click [E-mail]. You may edit the default message as necessary or click [Send Email].

Mark Report Reviewed

Reviewers may mark a report reviewed by clicking Mark Reviewed at the bottom of a report.

A list of submitted Reports shows reviewers name in **Last Reviewed By** column

Mark an Exception

On the **My Users – Delinquent** screen exceptions may be marked for those users that do not need to report OPA or are otherwise excluded from electronic disclosure. Click Exception on the person's line.

In the resultant window, you must select the appropriate **Justification for Exception** from the drop down list. Then click **Mark Exception** or Cancel to exit.

The Exempt person's name will no longer appear on the Delinquent list. Click ![View Exceptions] buttons at top or bottom of Delinquent Reports screen to view. See instructions in earlier section of this quick reference card to view list of Exceptions. **Note:** Exceptions made in error may be reversed. From the **My Users – Exceptions** screen click ![Mark Delinquent] on the person's line. The name will no longer appear in the Exception list.

View Summary Reports

Under Administrator Actions Menu on OPA home page click ![Summary Reports] . A list of summary reports available and a description of each will display.

1. Click the report you wish to view

2. The report will open in Cognos. Please see the Cognos Quick Card for assistance.

Archive of Reports

To see reports from previous OPA reporting cycles under Administrator Actions click [Archive of Reports] .
The Reporting Cycle window opens (below). Select a cycle and click Search button.

Reporting cycle

- ○ June 2020 - May 2021
- ○ June 2019 - May 2020
- ○ June 2018 - May 2019
- ○ June 2017 - May 2018
- ○ June 2016 - May 2017

[Search] [Cancel]

The Archived Departments Screen opens displaying dates of Reporting Cycle selected. Follow instructions provided in earlier sections of this quick card to access lists of submitted Reports, an individual report, or Delinquent reports and Exceptions.

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Department: 10000590 - Office of Sponsored Programs
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Email: kdenutte@mit.edu

Archived Departments   June 2013 - May 2014   [View Prior Reports] [OPA Home]

Departments I can review: [Search]

[View Submitted] [View Delinquent] [View Exceptions] [View All]

Select all   Department   Submitted Reports

Clicking View Prior Reports reopens the "Reporting Cycle" window

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