

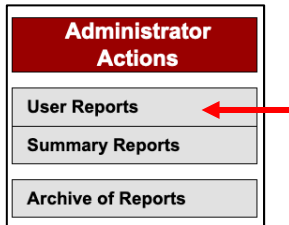
Outside Professional Activities (OPA)



Administrator Reports

Outside Professional Activities (OPA)

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



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.

The screenshot shows the "My Departments" interface. At the top right is a red bar with "OPA Home". Below it is a search bar and a "Search" button. There are five buttons: "View Submitted Short Form", "View Submitted Long Form", "View Delinquent", "View Exceptions", and "View All". Below these is a table with columns: "Select all", "Department", "Submitted Short Form", "Submitted Long Form", "Delinquent Reports", "Exceptions", and "All Users". The table has two rows: "VP for Reseach Area" and "VP for Research". The "Submitted Long Form" column for "VP for Research" contains the number "39". A red callout box with the text "Click to view list of submitted reports" points to this number. Below the table are more buttons: "View Submitted Short Form", "View Submitted Long Form", "View Delinquent", "View Exceptions", and "View All".

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.

The screenshot shows the "My Departments" interface. At the top right is a red bar with "OPA Home". Below it is a search bar and a "Search" button. There are five buttons: "View Submitted Short Form", "View Submitted Long Form", "View Delinquent", "View Exceptions", and "View All". The "View Submitted Long Form" button is highlighted with a red box. Below these is a table with columns: "Select all", "Department", "Submitted Short Form", "Submitted Long Form", "Delinquent Reports", "Exceptions", and "All Users". The table has two rows: "Research Administration Services" and "Research Administration Support". The "Submitted Long Form" column for "Research Administration Support" contains the number "1". A red arrow points to the "Select all" checkbox for "Research Administration Support".

My Users - Submitted Reports										My Departments	OPA Home	
Print selected reports or view reports										The column headers in this page allow you to sort the data displayed		Search
Print Selected												
Select all	Name	Department	Rank/Title	Faculty/Staff	Email	Date Submitted	Has activities	Has Compensated Entities	Last Reviewed By:			
<input type="checkbox"/>	Trainor, Carole	Research Administration Support	Sr Research Admin Support and Education Specialist	Staff	trainor@mit.edu	05-02-2023 15:50	Y	Y				View
Print Selected												

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.

My Users - All										My Departments	OPA Home	
Print selected reports or view reports										The column headers in this page allow you to sort the data displayed		Search
Print Selected												
Select all	Name	Department	Rank/Title	Category	Faculty/Staff	Email	Date Submitted	Has activities	Has Compensated Entities	Last Reviewed By:		
<input type="checkbox"/>	Cariolo, Ian C	Research Administration Support	Sr Research Admin Support and Education Specialist	Submitted	Staff	ICARIOLO@MIT.EDU	05-04-2022 15:53	N	N			View

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.

My Users - All										My Departments	OPA Home	
Print selected reports or view reports										The column headers in this page allow you to sort the data displayed		Search
Print Selected												
Unselect All	Name	Department	Rank/Title	Category	Faculty/Staff	Email	Date Submitted	Has activities	Has Compensated Entities	Last Reviewed By:		
<input checked="" type="checkbox"/>	Cariolo, Ian C	Research Administration Support	Sr Research Admin Support and Education Specialist	Submitted	Staff	ICARIOLO@MIT.EDU	05-04-2022 15:53	N	N			View
<input type="checkbox"/>	Hanlon, Rosemary	Research Administration Support	Sr Research Admin Support and Education Specialist	Delinquent	Staff	RHANLON@MIT.EDU						View
<input type="checkbox"/>	Mann, Kimberly	Research Administration Support	Manager, Research Administration Support	Delinquent	Staff	KMANN@MIT.EDU						View
<input checked="" type="checkbox"/>	Trainor, Carole	Research Administration Support	Sr Research Admin Support and Education Specialist	Submitted	Staff	TRAINOR@MIT.EDU	05-04-2022 13:58	Y	Y			View
Print Selected												

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

Employee Name *viejo*

Unit

Faculty/Staff

Comp/Uncomp

Search Current OPA Cycle Search Archives & Current OPA Cycles

Search **Cancel**

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.

My Users **My Departments** **OPA Home**

View Submitted Individual Reports **Search**

Name	Department	OPA Cycle
Viejo, Pedro	Research Administration Systems	June 2021 - May 2022

View

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.

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
<input checked="" type="checkbox"/>	Research Administration Services	0	1	34	0	35
<input checked="" type="checkbox"/>	Research Administration Support	1	2	2	0	4

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

Name: Trainor, Carol Phone: 6172588225

This action will send a notification to the selected users reminding them to complete their OPA report. You can either proceed with the default message below or you can edit the message as necessary and "send email"

Hello,

You are receiving this message because you have not yet submitted your required annual OPA report (<https://policies.mit.edu/outside-professional-activities>). In order to comply with MIT policy, please login to <http://opa.mit.edu> to complete your report as soon as possible

- If you experience technical difficulties during this process, please contact opa-tech-help@mit.edu
- If you have policy or other OPA related questions, please contact your department headquarters or the OPA help section at <http://opa.mit.edu>

Your prompt attention to this matter is appreciated
Thank you

NOTE: This email address cannot accept replies. To fix an issue or learn more about OPA, contact your department headquarters or the OPA help section of <http://opa.mit.edu>

Send Email **Cancel**

Sokol, Yekaterina Administration Systems Reporting and Data Analyst Staff SOKOLK@MIT.EDU Exception

E-mail **View Exceptions**

Mark Report Reviewed

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

REVIEW HISTORY

Mark Reviewed

Reviewer	Date Reviewed

Print

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

My Users - All **My Departments** **OPA Home**

Print selected reports or view reports *The column headers in this page allow you to sort the data displayed* **Search**

Print Selected

Select all

	Name	Department	Rank/Title	Category	Faculty/Staff	Email	Date Submitted	Has activities	Has Compensated Entities	Last Reviewed By:	
<input type="checkbox"/>	Cariolo, Ian C	Research Administration Support	Sr Research Admin Support and Education Specialist	Submitted	Staff	ICARIOLO@MIT.EDU	05-04-2022 15:53	N	N	trainor	View

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.

Name: DeNutte, Kara L. Phone: 6172531696
Department: 10000590 - Office of Sponsored Programs 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
<input type="checkbox"/>	Knoll Inst for Astrophysics & Space Resh	7

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