

## OPA Disclosure – No Engagements

Faculty, researchers, research staff, academic instructional staff, postdocs, and others as directed must disclose any **Outside Professional Activity** that appears to be Reasonably Related to their Institutional Responsibilities in MyCOI-OPA+:

- Within 30 days of starting a new engagement or renewing an existing one
- If 12 months have passed since their last OPA disclosure

If you have been notified to create your **Initial OPA Disclosure** in MyCOI-OPA+ or have been prompted by the system to **Revise** and certify your **OPA Disclosure** one year from the date you last submitted, and **do not have any Engagements identified as OPA**, you must still complete and certify your OPA Disclosure.

### How it works:

1. **Create OPA Disclosure** from Home if this your first OPA disclosure in MyCOI-OPA+.  
- Or -  
**Revise OPA Disclosure** if you would like to update your last submitted OPA Disclosure.
2. **Review** your **Appointment Details** and **Engagements** (in this example there are none)
3. **Certify** that the information you disclosed is current and accurate to the best of your knowledge.

## Create / Revise OPA Disclosure

1. Go to **mycoi-opa.mit.edu** and you will be authenticated via **MIT Touchstone**.
2. MyCOI-OPA+ will open to **Home** Dashboard. Click one of the following options displayed as applicable:
  - Click **Create OPA Disclosure** to create your Initial OPA Disclosure if you have not yet submitted an OPA disclosure in MyCOI-OPA+.

**Important Reminder:**  
Please only disclose engagements that could be or appear to be reasonably related to your MIT Institutional Responsibilities. This helps ensure accurate and meaningful reporting. If you're unsure whether an engagement qualifies, consider whether it overlaps with your MIT duties, research, or decision-making roles.

+ Please disclose any personal, financial, or other interests that may influence your judgment and decision-making at work. Click the 'Create FCOI Initial Disclosure' button to begin your FCOI Initial Disclosure

+ Create FCOI Initial Disclosure

+ Please disclose any current or planned outside professional activities, including the organization name, your role, and time commitment. Click the 'Create OPA Disclosure' button to begin your OPA disclosure.

+ Create OPA Disclosure

- Click the **Revise** button to update an **OPA Disclosure** previously submitted in MyCOI-OPA+.

**Important Reminder:**  
Please only disclose engagements that could be or appear to be reasonably related to your MIT Institutional Responsibilities. This helps ensure accurate and meaningful reporting. If you're unsure whether an engagement qualifies, consider whether it overlaps with your MIT duties, research, or decision-making roles.

**FCOI Disclosure** Expiration Date: —  
Conflict Status ● Potential Conflict FCOI Disclosure ● Recalled View

**OPA Disclosure** Expiration Date: 08/11/2026  
OPA Disclosure ● Approved Revise View

## Appointment Details

3. **OPA Disclosure** will open displaying your **Appointment Details**, including HR Org and Admin Org Units, as well as your **Sabbatical / Leave** status.

Close

All Comments

Submit

Disclosure | History

Appointment Details

Details of your active appointment(s), including sabbatical/leave.

<b>Job Title</b> Assistant Professor	<b>Admin Employee Type</b> Faculty	<b>Admin Position Title</b> Assistant Professor
<b>HR Org Unit</b> 10000429 - Biology	<b>Admin Org Unit</b> - Biology	<b>Sabbatical / Leave</b> -

## Engagement Details

4. **Engagement Details** display below Appointment Details. The banner indicates your current list of Engagements is displayed with buttons to filter by status, including All, Complete, Incomplete, Active, Inactive. There is also a button to **+ Add Engagement**. In this example, there are no Engagements.

Disclosure | History

Engagement Details

Your current list of OPA Engagements, Complete, Incomplete, and Inactive, is displayed below. Please use buttons on the right of each listing to **View** or add **Comments**. An **Incomplete** Engagement (indicated on right side of listing) must be either Completed or Inactivated prior to submitting disclosure. Click the vertical 3-ellipsis button to **Modify** or **Inactivate**. [Read More](#)

+ Add Engagement

Filter By Status : All Complete Incomplete Active Inactive

Search Engagements

Indicates no Engagements.

You don't have any completed engagement.

Click to Add an Engagement

MyCOI-OPA+ 87.V1.OPA Disclosure No Engagements.8.22.25

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## Certification

**Certification** displays at the bottom of the screen. To complete the **OPA Disclosure**, you must certify that the information disclosed is current and accurate to the best of your knowledge.

5. If so, select the **certification checkbox** and then click the **Submit** button.

The screenshot shows a 'Certification' section with a blue header. Below the header is a light blue informational box with an 'i' icon and text: 'To complete the OPA disclosure process, you must certify the information you disclosed is true and complete to the best of your knowledge. Review the certification below, select the checkbox and click the Submit button to complete the process.' Below this box is a checkbox that is checked, with a red arrow pointing to it. The text next to the checkbox reads: 'In submitting this OPA disclosure, I certify that I agree to abide by all applicable Institute policies and guidelines as they apply to Conflicts of Commitment and Outside Professional Activities. I confirm that I am within my Permitted Time as for my rank, and that the information contained in this disclosure is current and accurate as of the time of this certification.' Below this text is a note in parentheses: '(If my rank does not provide Permitted Time, I certify that the engagements disclosed do not interfere with my primary Institutional Responsibilities.)' At the bottom right of the section is a blue 'Submit' button with a checkmark icon, with a red arrow pointing to it.

6. A confirmation window will pop-up. Click **Submit** to confirm.

The screenshot shows a confirmation window titled 'Submit OPA Disclosure' with a close button (X) in the top right corner. The text inside the window asks: 'Are you sure you want to submit the OPA disclosure?'. At the bottom of the window are two buttons: 'Cancel' and 'Submit'. A red arrow points to the 'Submit' button.

## View Submitted OPA Disclosure

- From the MyCOI-OPA+ **Home**, click the **View** button on the **OPA Disclosure** panel.

The screenshot shows the 'MyCOI-OPA+ Home' page. At the top is a yellow 'Important Reminder' box with a warning icon and text: 'Please only disclose engagements that could be or appear to be reasonably related to your MIT Institutional Responsibilities. This helps ensure accurate and meaningful reporting. If you're unsure whether an engagement qualifies, consider whether it overlaps with your MIT duties, research, or decision-making roles.' Below this is a row of two panels. The left panel is titled 'FCOI Disclosure' and shows 'Expiration Date: --' and 'Conflict Status: Potential Conflict'. It has a blue 'View' button. The right panel is titled 'OPA Disclosure' and shows 'Expiration Date: 08/11/2026' and 'OPA Disclosure: Approved'. It has a green 'Revise' button and a blue 'View' button. A red arrow points to the 'View' button on the right panel.