

OPA Disclosure – with 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, you must complete and certify your disclosure in MyCOI-OPA+.

How it works:

1. **Engagements** – [Create Engagements \[PDF\]](#) and update your Engagement portfolio regularly. Keeping Engagements current and active helps keep disclosures accurate and streamlined.
2. **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.
3. **Review** your **Appointment Details** and **Engagement Details**
4. **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 outside professional activities, including the organization name, your role, and time commitment. Click the 'Create OPA Disclosure' button to begin your OPA disclosure.

Only displays if you are required to create an FCOI Disclosure (distinct from OPA Disclosure)

[+ Create FCOI Initial Disclosure](#)

[+ Create OPA Disclosure](#)

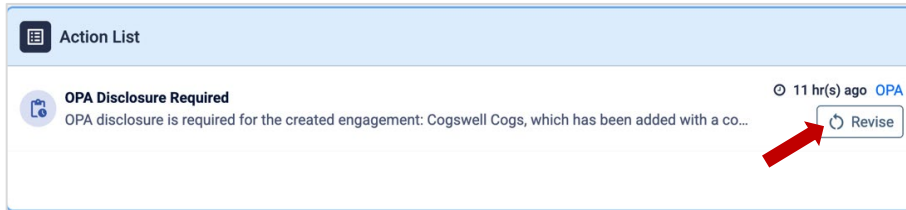
- Click the **Revise** button to update an **OPA Disclosure** previously submitted in MyCOI-OPA+.

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](#)

- After creating or modifying an **Engagement** in **MyCOI-OPA+**, you may receive an **Action List** prompt to create or revise an OPA disclosure.



Appointment Details

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

The screenshot shows the 'Appointment Details' form. It has a header 'Appointment Details' with a close button. Below is a section 'Appointment details of the person'. The form contains the following fields:

Job Title Professor	Admin Employee Type Faculty	Admin Position Title Professor
HR Org Unit 10000324 - Mechanical Engineering	Admin Org Unit - Mechanical Engineering	Sabbatical / Leave Fall / Spring

Engagement Details

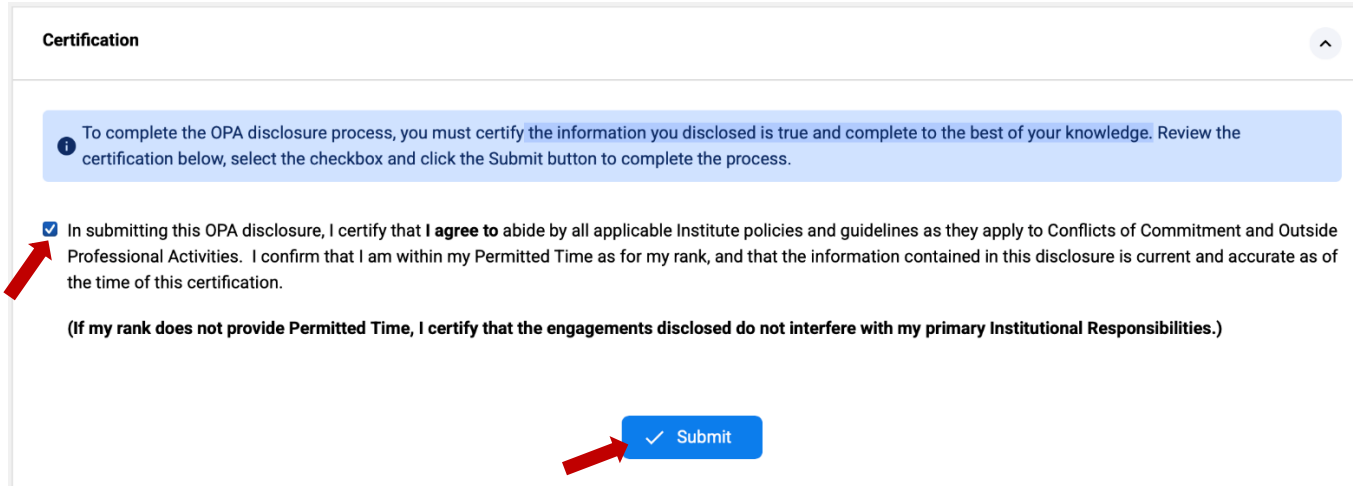
- Engagement Details** display below Appointment Details. The banner indicates your current list of Engagements is displayed with buttons to filter by status, including **All**, **Complete**, **Incomplete**, **Active**, **Inactive**. There is also a button to **+ Add Engagement** (see **Create Engagement** to learn more).

The screenshot shows the 'Engagement Details' page. At the top, a banner provides instructions: '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](#)'. There is a '+ Add Engagement' button. Below the banner, there's a 'Filter By Status' section with buttons for All, Complete, Incomplete, Active, and Inactive. A search bar 'Search Engagements' is also present. The main section shows an engagement for 'Cogswell Cogs'. It includes fields for 'Start Date of engagement' and 'End Date Of engagement'. Below these are three status indicators: 'Involvement Of Student' (red X), 'Involvement Of Staff' (red X), and 'Use Of MIT Resources' (red X). There's a 'Relationship' section with 'Compensated' (checked) and 'OPA' (checked). At the bottom, there's a 'Sabbatical/Leave' section with 'Fall' (unchecked) and 'Spring' (checked). On the right side of the engagement listing, there are buttons for 'View', 'Comments', and a vertical 3-ellipsis menu. A red callout points to the '+ Add Engagement' button with the text 'Click to Add an Engagement'. Another red callout points to the vertical 3-ellipsis menu with the text 'Click to Modify or mark Inactive'.

- If you were on **sabbatical/leave** and were in residence and/or had an appointment or affiliation at one of your Engagement entities, please select the **Fall** or **Spring** at the bottom of the listing for that Engagement.
- Click the vertical 3-ellipsis button to **Modify** an Engagement or mark as **Inactive** as needed.

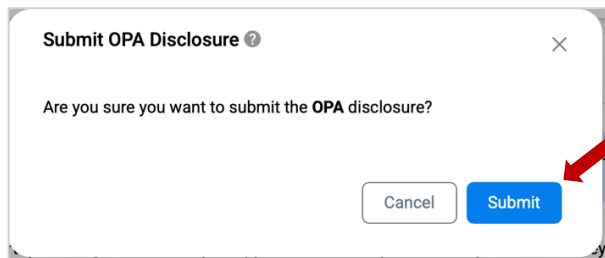
Certification

7. **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.
8. 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 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 form is a blue 'Submit' button with a checkmark icon and a red arrow pointing to it.

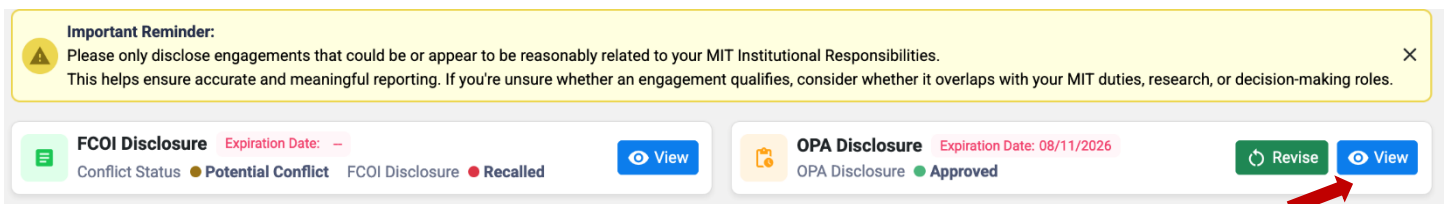
9. A confirmation window will pop-up. Click **Submit** to confirm.



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

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



The screenshot shows the 'MyCOI-OPA+ Home' dashboard. 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 are two panels. The left panel is titled 'FCOI Disclosure' and shows 'Expiration Date: --', 'Conflict Status: Potential Conflict', and 'FCOI Disclosure: Recalled'. 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 in the OPA Disclosure panel.