

OPA Disclosure with **No** Engagements

Access the site at <https://mycoi-opa.mit.edu/>

1. Click on the Home icon in the left side blue navigation bar
2. Click [+ Create OPA Disclosure](#)
3. Click the checkbox in the **Certification** section at the bottom of the page
4. Click [Submit](#) at the far bottom or upper right corner

***This process means the Reporter is attesting to having nothing to disclose.**

Important Reminder:
Please only disclose engagements that are or could appear to be reasonably [related](#) to your MIT Institutional Responsibilities. This will 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 your dates of involvement. Click the 'Create OPA Disclosure' button to begin your OPA disclosure. [+ Create OPA Disclosure](#)

Action List

Quick Links

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- [Create FCOI Travel Disclosure](#)

OPA - Initial [Engagements\(2\)](#) | [Disclosure History](#) [Close](#) [All Comments](#) [Submit](#)

Disclosure | **History**

Appointment Details

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

Job Title	Admin Employee Type	Admin Position Title
Associate Professor	Faculty	Associate Professor
HR Org Unit	Admin Org Unit	Sabbatical / Leave

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](#)

You don't have any completed engagement.

Certification

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.

☐ 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.

(If my rank does not provide Permitted Time, I certify that the engagements disclosed do not interfere with my primary Institutional Responsibilities.)

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