



Memorandum

TO: USG Staff
FROM: The Office of Strategic Human Resources
DATE: February 11, 2023
SUBJECT: Outside Professional Activities (OPA) Survey DUE SOON

Dear Faculty and Exempt Staff,

The University of Maryland [Policy on Conflict of Interest and Conflict of Commitment](#) and [Policy on Consulting](#) aims to support those who engage professionally outside the University while avoiding situations that could harm the individual and/or the University through the reality or perceptions of ethical, legal, or financial conflicts. The policies require all faculty and exempt staff (including those with less than full-time employment) to report their outside professional activities on an annual basis. The survey must be completed even if there are no activities to report.

The Outside Professional Activities (OPA) system is available at opa.umd.edu for you to complete your annual survey and report activities that occurred between January 1, 2022, and December 31, 2022. The OPA system supports the University's need to manage potential conflicts of interest and foreign influence amid increased external scrutiny.

The deadline for completing the OPA survey is March 10, 2023. Individuals who do not complete their survey and/or make good faith efforts to disclose their outside professional activities may face disciplinary action by the university and will not receive approval for their sponsored research requests.

For more information and guidance about completing your OPA survey, please visit the OPA Help Center at go.umd.edu/opahelp (VPN required). Subsequent questions about what should be reported should be directed to your department head and/or supervisor. OPA system questions can be emailed to opa-support@umd.edu.

Faculty members should note that broader annual activity reporting is separate from OPA and occurs through the Faculty Success system. Thank you in advance for your attention to this important matter.

Thank you!

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