

Gold Coast Health

Study, Education and Research Trust Account (SERTA)

GUIDELINES and PROCEDURES FOR Category 3 Journal Publications

Contact Information

The Secretariat

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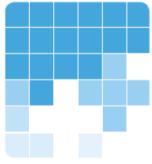
Claiming Approved Funds

e. GCFOExec2@health.qld.gov.au (Subject line: SERTA)



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The Study, Education and Research Trust Account Fund

The Study, Education and Research Trust Account (SERTA) provides funding for research, education and professional development activities and is available to all Gold Coast Hospital and Health Service (GCHHS) employees where the activity is applicable to the applicants work area and is consistent with GCHHS strategic goals.

The SERTA Committee is administered as per the Health Service Directive: *Private Practice in the Queensland Public Sector* and reports to the *GCHHS Private Practice Governance Committee*.

This document will outline and clarify Application Guidelines and the financial aspects related to SERTA including travel, accommodation, professional development allowances, allowable reimbursements, claimable rates, split transactions and how to claim your approved SERTA monies.

This guideline pertains to **Category 3 – Journal Publications** and applies to employees seeking financial support in this category.

Other Categories SERTA will consider for funding:-

- **Category 1: Conferences / Workshops / Short Courses** refer to the guidelines and procedures document available on the [SERTA](#) page or contact GCSERTA@health.qld.gov.au
- **Category 2: Further and Higher Education** refer to the guidelines and procedures document available on the [SERTA](#) page or contact GCSERTA@health.qld.gov.au
- **Category 4: Research Grants** – includes Partnership Engagement Grants and Small Research Project Grants. For guidelines and information please refer to the [SERTA](#) page or contact GCSERTA@health.qld.gov.au.
- For the Collaborative Research Grants Scheme guidelines and information refer to the [Research](#) page or contact grantsgoldcoast@health.qld.gov.au

Application Process – Category 3- Journal Publications

- The SERTA committee meets on the **second Wednesday** of each month where it will review applications received for that current month. Applications must be received for review by close of business on the last weekday of the month prior.
- Applications should be completed online and the application form can be accessed by creating an account at [SmartyGrants](#) and selecting **Category 3 – Journal Publications**. For any questions in relation to the online application process or for further information, contact GCSERTA@health.qld.gov.au

SmartyGrants Help Guide

Please refer to the [SmartyGrants Help Guide](#) when completing your application. This will explain the essential steps you need to take to complete and submit your form.

- Any late applications to the meeting will be deferred until the next month. **Retrospective applications will not be considered.** Applications must include all required information and attachments prior to consideration by the Committee.



- Applications will be considered confidentially by the SERTA Committee and Chair; the committee may invite applicants to present their submission to the committee the following month to assist in the decision process.
- The Committee’s decision will be communicated in writing within 10 working days of the committee convening.

Category 3: Journal Publications - Eligibility and Criteria

Eligibility	<p>Applicants must at the time of application:</p> <ul style="list-style-type: none"> • Be permanent appointment, or temporary employed > 12 months in the GCHHS. • Satisfactorily met or exceeded performance expectations by the line manager. • Grant may not be claimed if an applicant no longer meets the above criteria at the time of publication of article. • Grants are not transferrable.
Number	<ul style="list-style-type: none"> • Each applicant is eligible for one application to SERTA per financial year in this category.
Scope	<ul style="list-style-type: none"> • Retrospective applications will not be considered. • A maximum up to \$5,000 per application applies to this category. <p>Please Note: The committee expects publications attached to HREC Research applications to have been included in the initial costings of projects and will require explanation as to why publication costs were not initially noted in project costings.</p>
Criteria	<ul style="list-style-type: none"> • Support from line manager that the publication is consistent with the applicant's performance goals. • Alignment to the Strategic Goals of the GCHHS. • Publications must acknowledge affiliation with Gold Coast Hospital Health Service with identifiable logos/wording.
Submission Process	<ul style="list-style-type: none"> • Applications must be submitted on the GCHHS SERTA application form. The application form can be accessed by creating an account at SmartyGrants and selecting Category 3 – Journal Publications. • Think/Check/Submit form needs to be completed as part of the application. • All supporting evidence is to be supplied; journal article, journal pricing etc If included in the submission to the committee personal banking /credit card numbers should be deidentified.



	<ul style="list-style-type: none"> The Authorisation form must be signed by the line Manager and uploaded with the application documents. Once your application has been completed online and the checklist requirements have been fulfilled, your application can be submitted. You will be contacted by the SERTA Secretariat should any further information be required. Completed applications must be received by the last weekday of the month to be eligible for consideration at the next SERTA Committee meeting.
Selection Process	<ul style="list-style-type: none"> Applications will be considered confidentially by the GCHHS SERTA Committee. The committee may invite applicants to present their submission to the committee the following month to assist in the decision process. Once applications have been considered, the outcome/decision will be sent in writing via email to the applicant, with a copy to the applicant’s Supervisor within 10 working days of the committee convening.
Reporting Outcomes	<ul style="list-style-type: none"> The applicant must agree to report to the GCHHS SERTA committee and line Manager within 2 months of publication. A report with a copy of the publication enabled by the grant is to be submitted. This can be completed via SmartyGrants or emailed to GCSERTA@health.qld.gov.au Further applications will not be considered regardless of the financial year if any reports remain outstanding.

Claiming Approved SERTA Funds

Once your application/claim has been approved by the SERTA Committee, a letter advising of the approval will be sent to you within 10 working days.

The following guideline explains how to claim your funding.

Staff Reimbursement Claim Form

A link to this form is available on the [SERTA](#) page or by contacting GCSERTA@health.qld.gov.au. Ensure you have all **original** tax invoices and receipts showing payments made. Please note, all supporting documentation including the form **must be originals**, no copies, scanned copies etc. as these **will not** be accepted by Accounts Payable. Mail or drop off form and supporting documentation to Level 4, A Block, Executive Offices, for the Attention of Executive 2 Finance Representative. Once all information has been provided, it will be approved and sent to Accounts Payable team for processing, please note this can take up to two weeks.



Journaling of funds via the internal operational or research cost centre

If you have arranged payment for any education or research via your internal operational or research cost centre and are seeking a transfer of funds, then a journal will need to be organised. Please provide details of the cost centre and any other supporting documentation and send all information to the generic email address for processing GCFOExec2@health.qld.gov.au with SERTA Ref. Number in the subject line. Please include a copy of your approved funding letter.

Related legislation and documents referred to in this document

- Queensland Public Service Code of Conduct
- *Gold Coast Hospital Health Service Financial Management Practice Manual*
- *SERTA Five Year Business Plan; 25 June 2019; Version 3.2*
- *Gold Coast Health Strategic Plan 2016-2020*

Consultation

Key stakeholders who were consulted when developing guidelines are:

- Dr Jeremy Wellwood, Executive Director, Clinical Governance Education & Research (CGER)
- Mr John Tomlinson, Divisional Finance Manager,
- Dr Anita Bamford-Wade, Professor of Nursing and Midwifery
- Dr Greta Ridley, Director of Research,
- Ms Karlene Willcocks, Executive Director, Diagnostic and Sub-specialty Services
- Ms Alexandra Wagner, Principal Finance Officer, Executive Services,
- Dr Leanne Du, Assistant Director Radiology,
- Ms Lyn Armit, Director of Nursing, Education & Research
- Dr Caroline Thng – Assignment contract representative
- Jan Wayland, SERTA Secretariat, Office of Research Governance and Development

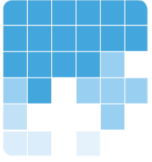
Committee endorsement

SERTA Committee – 19/02/2020

Private practice Governance Committee

Guideline Version Control

Version No	Version Control (To be reviewed annually)	
	Name	Date
1	John Tomlinson / Alexandra Wagner	17 January 2018
2	Imogen Zaharis	05 December 2019
3	Jan Wayland	19 February 2020



Appendix 3

Checklist of Forms Required for Application Process

1.	SERTA Application Form (Category 3– Journal Publications)
2.	Think, Check, Submit form
5.	Authorisation Form for signature by Line Manager



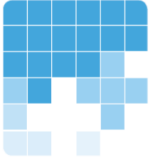
Appendix 4

The following checklists have been developed:

- For each applicant.
- For the Committee

Please ensure the following information and attachments have been included in your online application to the SERTA Committee.

Applicant Checklist	✓
Commence application if: <ul style="list-style-type: none"> ○ A permanent appointment, or temporarily employed > 12 months in the GCHHS. ○ No outstanding reports from previous funding applications. ○ Not had a successful application in this financial year from SERTA. ○ Application is not retrospective. 	
Complete Serta Application Form <ul style="list-style-type: none"> ○ Create account in SmartyGrants for Online application. ○ Include evidence of journal article/extract for publication, journal pricing. ○ Evidence to reflect publication costings like quotes for article. 	
Complete Think / Check / Submit form.	
All relevant forms have been signed off by line Manager and Executive Director.	
Applicant has no outstanding reports from previous SERTA Claims.	
Submit Online SERTA Application.	



Committee / Secretariat Checklist	
SERTA application Authorisation form is complete and signed by line Manager and Executive Director.	
Evidence of publication, and quotes for publication costs have been provided. Think, Check, Submit for has been completed.	
The applicant: <ul style="list-style-type: none">○ Is a permanent appointment, or temporarily employed > 12 months in the GCHHS.○ Has no outstanding reports from previous funding applications.○ Has not had a successful application in this financial year from SERTA.	
The application is not retrospective.	
All costings match evidence and that being requested.	