

## Introduction

### Important Information

The Gold Coast health (GCH) Study, Education and Research Trust Account (SERTA) provides funding for research, education and professional development activities and is available to all GCH employees where the activity is applicable to the applicant's work and is consistent with GCH strategic goals.

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

The [guideline](#) outlines the application process for employees seeking financial support for open access journal publications. Please ensure that you have read and understand the **SERTA Journal Publication** guidelines and that you have completed the preliminary requirements prior to commencing this application.

A letter of support, signed by your line manager will need to be uploaded into this application. Please download the [letter of support](#) template for completion.

Once you have commenced your online application, you can **'save'** at any stage and return to it at a later time.

*Please note:* The SERTA committee meets on the **third Wednesday** of each month. Applications must be received two weeks before the scheduled meeting to allow for a review process to be conducted prior to consideration by the Committee.

Enquiries: [GCSERTA@health.qld.gov.au](mailto:GCSERTA@health.qld.gov.au) or 5687 0663.

### Acknowledgements

**Please note:** The manuscript version being uploaded with this application, should have already had a first reviewer response following submission to the publisher and must acknowledge affiliation with Gold Coast Health.

If funding is approved for this application, the following acknowledgement must be made in the manuscript.

***"This work was supported by the Gold Coast Health, Study, Education and Research Trust Account (SERTA)"***

## Eligibility

\* indicates a required field

### Confirmation

Before commencing the online form, you must first confirm that you meet the following eligibility criteria.

Applications not meeting all eligibility requirements will not progress.

By ticking the box, you are indicating that you agree with each of the criteria.

Please note:

- Applicants who hold Conjoint appointments are eligible to apply.
- Former employees of GCH who have transferred to another Hospital and Health Service within the previous 12 months, may be eligible to apply (see guidelines for more details).

### Required \*

- ☐ I have read and understand the guideline.
- ☐ The journal requested has been checked by Library as per the preliminary requirement.
- ☐ I am currently employed at GCH (permanent or temporary appointment for more than 12 months) at a minimum of 0.2 FTE, or I am a former GCH employee who has transferred to another HHS within the previous 12 months.
- ☐ I have not received SERTA funding for a journal publication under the SERTA Open Access Journal category in the previous 12 months either as a first author, joint first author or last (senior) author.
- ☐ SERTA funding for a journal publication related to this study under the SERTA Open Access Journal category, has not been approved in the previous 12 months..
- ☐ Not eligible under The Council of Australian University Librarians (CAUL) transformative agreement or the proposed journal does not fall under the arrangement.
- ☐ No other access to funding resources to support this publication are available.
- ☐ I am an experienced researcher or as a novice researcher/author, I have discussed the choice of journal(s) in which I wish to publish with at least one person who is an experienced researcher.
- ☐ I have thought about alternative journals in case: (i) my current SERTA application is not approved or (ii) my manuscript is not accepted for publication in this journal.
- ☐ This application is not retrospective (ie. I am not applying to have publication fees reimbursed that have already been paid to the journal).
- ☐ I have no outstanding annual/final reports from previously funded SERTA awards.

All boxes must be checked to be eligible

All criteria have been met

**Thank you for confirming your eligibility.**

Please proceed to the next question.

Unmet criteria

You have unmet criteria.

Please contact the office for Research Governance and Development for assistance or to discuss any of these eligibility requirements further:

Phone: 5687 0663 or Email: [GCSERTA@health.qld.gov.au](mailto:GCSERTA@health.qld.gov.au)

## Applicant Details

\* indicates a required field

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## Form Preview

\*

Title

First Name

Last Name

**Are you currently employed at GCH? \***

Permanent Employee

**GCH Payroll ID \***

6 digits

**Full Time Equivalent \***

Employed time per fortnight e.g. 0.2

Temporary Employee

**GCH Payroll ID \***

6 digits

**Full Time Equivalent \***

**Contract end date \***

Must be a date.

Former Employee

**What was your contract end date or resignation date? \***

Must be a date.

**Where are you working now? \***

**Who was your previous line manager at GCH? \***

**Position: \***

**Applicant's Landline Number:**

**Department \***

**Applicant's Mobile Number**

**Division \***

Non-GCH staff please select 'Other' in the dropdown

**Applicant's Primary Email: \***

Provide the most frequently used email address.

**What is your professional discipline? \***

☐ Administration

☐ Allied Health

☐ Operational

☐ Medical

☐ Professional

☐ Other:

☐ Nursing

**Are you a member of a GCH Research Collaborative group?**

**Experience \***

- ☐ Emerging researcher (led 0-5 projects)
- ☐ Mid-career researcher (led 6-10 projects)
- ☐ Experienced researcher (led >10 projects)
- ☐ Advanced, experienced researcher (career researcher)

**Primary University affiliation \***

- ☐ Bond University
- ☐ Griffith University
- ☐ Southern Cross University
- ☐ No current University affiliation

**Secondary University affiliation \***

- ☐ Bond University
- ☐ Griffith University
- ☐ Southern Cross University
- ☐ No secondary University affiliation

## Manuscript Details

\* indicates a required field

**What is the title of your manuscript? \***

**'In Brief' summary of your manuscript (no more than 3 sentences) \***

**Upload a PDF copy of your manuscript here: \***

Attach a file:

This should be the version following first reviewer response

**What type of manuscript is it? \***

**Was most of the research conducted at GCH? \***

- ☐ Yes
- ☐ No

**Where was the primary site for the research?**

**Why are you applying for funds from GCH?**

## Journal Details

\* indicates a required field

**What is the name of the journal that you plan to submit to? \***

**Have you completed the initial library check and received feedback on your choice of journal? \***

- ☐ Yes  
☐ No

**Please copy/paste the official journal website here.**

**What publishing models are available at your journal of choice? \***

- ☐ Open Access (ie. the authors are required to pay a fee to publish in this journal)  
☐ Hybrid Model (ie. a choice of either an Open Access or a Subscription-Based option is offered to authors)

The SERTA committee will take into consideration whether the journal offers a subscription-based option for manuscripts when making its decision to provide funding support.

**What is the cost of publishing an article in this journal (in AUD) \***

\$

Must be a dollar amount.

**Upload a PDF of a screenshot of the journal's webpage that states these costs (or a copy of an email that lists the publication fee) \***

Attach a file:

**How much money (in AUD) are you requesting from SERTA? \***

\$

Must be a dollar amount.

Please note: the maximum amount that SERTA will fund is 5,000 AUD

**If the publication fee is more than the amount requested, how do you plan to pay the remaining balance? \***

- ☐ Use funds from other sources  
☐ We will submit to another journal that does not charge publication fees.  
☐ Myself (or another co-author) will personally pay for the publication fees (ie. they will not be reimbursed by the health service or university)

**Please list where these funds will come from eg. GCH operational costs, grant/fellowship, university departmental costs etc.**

## Journal Choice

\* indicates a required field

**Why have you chosen to submit your manuscript to this particular journal? \***

Word count:

Must be no more than 500 words.

**Have you or your co-authors published in this journal before? \***

- ☐ yes  
☐ No

**Please include a weblink to one of your past papers in this journal (ie. either a PubMed link or a link to the article on the journal's website). \***

**Have you consulted with at least one experienced researcher about your choice of journal? \***

- ☐ Yes  
☐ No  
☐ I am an experienced researcher

**Please list their name(s) and affiliation(s).**

**Have you previously submitted your manuscript to other journals and been rejected? \***

- ☐ Yes  
☐ No

**Please list the other journal names. \***

**Are there comparable journals in your field that you could submit this manuscript to that are not Open Access (ie. subscription-based journals)? \***

- ☐ Yes  
☐ No

**Please list the journal names. \***

**Please provide an explanation as to why you have chosen not to submit your manuscript to one of these journals. \***

**Please list two other comparable Open Access journals in your field that you would consider submitting your manuscript to if it is rejected from your first choice. \***

## Manuscript Progress

\* indicates a required field

**What is the primary motivation in getting this manuscript published in a timely fashion? \***

- ☐ Need it for a higher degree (eg. Masters, Ph.D)
- ☐ Need it for a promotion
- ☐ Need it for registration with a medical specialty/college
- ☐ Employment contract and/or training at GCH is finishing soon
- ☐ The study has finished and we want to publish it as soon as possible so that others can learn from the findings/translate them into clinical practice

**Please state the impact that your manuscript will likely have (eg. advancing scientific knowledge, changing clinical practice at GCH or at a state/national/international level, informing local/national policies, improving health outcomes for patients etc.) \***

**What stage is your manuscript currently at? \***

- ☐ already submitted to this journal, awaiting reviewer/editorial decision
- ☐ Provisionally accepted at this journal, pending revisions
- ☐ Accepted at this journal

**if accepted, do you have a deadline by which you need to pay the publication fees? \***

## Grant funded projects

**Was your research study supported by a grant or sponsor (eg. NHMRC grant, GCH Collaborative Research Grant Scheme, industry sponsor etc)? \***

- ☐ Yes
- ☐ No

**Please list the funding source(s), the project title, and the total amount of the grant.**

\*

**Please provide an explanation as to why the publication costs associated with this manuscript are not covered by the study's funding source(s)/sponsor(s).**

**If this funding application is denied, how will you publish your study? \***

- ☐ Use funds from other sources
- ☐ We will submit to another journal that does not charge publication fees
- ☐ Myself (or another co-author) will personally pay for the publication fees (ie. they will not be reimbursed by the health service or university)

**Please list where these funds will come from eg. GCH operational costs, grant/fellowship, university departmental costs etc.)**

## Authorisation

\* indicates a required field

**Endorsement of this request must be obtained from the applicant's line manager prior to submission.**

**Please upload signed letter of support \***

Attach a file:

**Thank you** for completing your application to the SERTA Journal Publication category.



Your application will be considered at the next SERTA Committee meeting, being the **third Wednesday of each month**. Deadline for applications is **two weeks prior** to each SERTA Committee meeting. All applicants will be notified of the outcome within 10 days of the Committee making its decision.