



SERTA funding support for Conference Presentation Attendances

Guidelines for applicants

Version 6 – July 2024

The Study, Education and Research Trust Account

About the SERTA Scheme

The Study, Education and Research Trust Account (SERTA) enables Gold Coast Health staff to engage in research, education and professional development activities that will improve their ability to deliver optimal health care to the Gold Coast community.

The SERTA Committee is responsible for overseeing the delivery of funding opportunities for staff to engage in research, education, and professional development. The scheme is managed through the Office for Research Governance and Development (ORGD) within Gold Coast Health. The SERTA Committee is administered as per the Health Service Directive: *Private Practice in the Queensland Public Sector* and reports to the *Executive Research Committee* and *Gold Coast Health Private Practice Governance Committee*.

Application Process

Conference Attendance

This guideline is for Gold Coast Health employees seeking financial support through the SERTA funding scheme where it has been determined that no alternate access to funding is available for the proposed activity.

SERTA will consider applications which meet the funding criteria for conference attendance where the applicant has been invited to deliver an oral presentation of 10 minutes or more.

This document outlines eligibility conditions and criteria and provides information on the financial aspects of this category which relate to Professional Development Allowances (PDA), and allowable reimbursements.

- The SERTA Committee meets on the **third** Wednesday of each month to review funding applications. Applications must be received **two** weeks prior to the Committee meeting to be considered for review. Applications received outside of this timeframe may be deferred until the next monthly meeting. Retrospective applications will not be considered.
- To receive the Committee's consideration, applications must meet the eligibility criteria and include all required information and attachments. Applications will be considered confidentially by the SERTA Committee and Chair; applicants may be invited to present their submission to the committee to assist in the decision process.
- The Committee's decision will be communicated in writing within 10 working days.
- Applications must be completed online via the [SmartyGrants](#) online platform by selecting Conference Attendance. For assistance in completing the online application, please refer to the [SmartyGrants help guide](#) or contact GCSERTA@health.qld.gov.au.

Eligibility and Criteria

Eligibility	<p>Applicants must at the time of making application:</p> <ul style="list-style-type: none">○ hold a Gold Coast Health appointment which is at least 0.2 FTE, with either a permanent appointment, or held a temporary appointment of over 12 months and a current contract over the duration of the event.○ have approval from the Line Manager based on the importance of the activity to the work area and benefit to the HHS.○ Confirmation provided by the Line Manager that no alternate access to funding is available for the proposed activity.○ not had a successful application in this category in the previous 12 month period.○ not have any outstanding reporting obligations for prior SERTA funded activities.○ meet eligibility based on Professional Development Allowance balances (if applicable).
Funding Cap	<ul style="list-style-type: none">○ Each applicant is eligible for one 'approved' application per year in this category (based on a 12-month period from date of last approval).○ A maximum stipend of \$5,000 per application applies for those invited to deliver an oral presentation of 10 minutes or more at a conference, where it has been deemed that operational funds or other resources are unavailable to the applicant.
Scope	<ul style="list-style-type: none">○ Retrospective applications will not be considered.○ Where conferences are held interstate or internationally, consideration should be given to virtual attendance/presentation if this option is provided by the organiser.○ Only applicants who have been invited to deliver an oral presentation at a conference (10 minutes or more), are eligible for funding. Applicants may claim for travel, accommodation, and registration up to \$5,000. Applicants must ensure presentations clearly identify the Gold Coast Hospital and Health Service. A Gold Coast Health branding template will be provided for use at the top of the presentation.○ As the applicant is a representative of Gold Coast Hospital and Health Service, a separate application for Ministerial or DG Approval is required for events involving overseas travel. This is a requirement whether the applicant is

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	<p>paying for the flights or not. Further information and the application for approval of overseas travel can be found in the Travel Section at Queensland Health Intranet (QUEPS) or by contacting the travel coordinator.</p> <ul style="list-style-type: none"> ○ The travel application must be submitted a minimum of 8 weeks prior to travel if it is to receive the Minister or DG's consideration. ○ SERTA funds can only be claimed for events located overseas if Ministerial or DG Approval has been granted for travel. ○ Evidence of the overseas travel application and/or approval should be submitted with the application for SERTA funding. ○ All travel and accommodation quotes and bookings must be arranged through the Directorate travel coordinator. The SERTA Coordinator can assist with this process. Quotes for travel and/or accommodation should be uploaded within the application. ○ Funding is not transferrable. ○ Non recurrent funding must be expended within one year of approval unless otherwise approved.
Criteria	<ul style="list-style-type: none"> ○ The request must align to the Strategic Goals of Gold Coast Hospital and Health Service ○ Applicant's must consider the quality of the conference and evaluate in line with advancement of personal skills, showcasing the applicant's work, value to the work area and to Gold Coast Hospital and Health Service. <p>For academic conferences applicant's should refer to the Gold Coast Health Libguide page 'Conferences - How To Choose' and Think, Check, Attend to complete the conference evaluation checklist.</p> <ul style="list-style-type: none"> ○ Support is required from the Line Manager, confirming that the activity <ul style="list-style-type: none"> ○ aligns with the strategic goals of the Coast Hospital and Health Service ○ is consistent with the applicant's performance goals as documented in their PDP. ○ is approved for leave ○ provides a benefit to the applicant, the department and the HHS ○ is unable to be funded by alternate resources ○ For those receiving a Professional Development Allowance (PDA), the allowance MUST be fully expended to be eligible for the full entitlement of funding. Any unexpended PDA balance for the current year, will be deducted from the funding requirement. <ul style="list-style-type: none"> ○ A PDA Expenditure form, with attached evidence of expenditure in the current year, is to be signed off by the Line Manager and submitted with the SERTA application.

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	<ul style="list-style-type: none"> o Applicants who do not receive a Professional Development Allowance should ensure that this is noted on the application Authorisation form and signed off by your Line Manager.
Submission Process	<ul style="list-style-type: none"> o Complete and submit the application form via the SmartyGrants online platform. o Applications must be received two weeks prior to the SERTA Committee meeting (held the third Wednesday of each month) to be eligible for consideration. o The application should include a summary (no more than 500 words) which demonstrates alignment to the strategic goals of Gold Coast Health and benefits to the HHS. o Supporting evidence must include <ul style="list-style-type: none"> o Conference flyer and invitation to present o PDA form o Quotes for accommodation, flights (if applicable) o Overseas Travel form and evidence of Ministerial approval application or copy of approval letter (if applicable). o Manager support and authorisation form o You will be contacted by the SERTA Coordinator should any further information be required. <p>Refer any questions to GCSERTA@health.qld.gov.au.</p>
Selection Process	<ul style="list-style-type: none"> o Applications will be considered confidentially by the Gold Coast Health SERTA Committee. o In some circumstances, the committee may invite applicants to present their submission to the committee to assist in the decision process. o Once applications have been considered, the outcome/decision will be confirmed in writing within 10 working days. Successful applicants will be provided a breakdown of the funding approved and next steps to claiming the funds.
Claiming Funds	<p>Travel and Accommodation</p> <p>All travel and accommodation quotes and bookings must be arranged through the Directorate travel coordinator and a copy of the SERTA approval letter provided. The SERTA Coordinator can assist with process.</p>

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	<p>All Claims (excluding travel and accommodation)</p> <p>It is preferred that successful applicants or their operational cost centre pre-pay event registration costs and provide SERTA with documentation for reimbursement or journal back to the operational cost centre.</p> <p>For reimbursements, applicants should complete an expense form, attach all receipts and a copy of the SERTA approval letter and email to GCSERTA@health.qld.gov.au to arrange for reimbursement of costs.</p> <p>If payment of an invoice is required, please forward this to the above email with a copy of the SERTA approval letter.</p>
Reporting Outcomes	<ul style="list-style-type: none">○ The applicant will be required to provide a report to the Gold Coast Health SERTA Committee within 2 months of attending the conference. A report template will be provided for completion on the SmartyGrants platform.○ Effectively evaluating a conference to ensure it aligns with your professional needs is crucial for maximizing its value. You can use a simple rating system or a survey to assess how well the conference met your goals, expectations, and satisfaction. The outcomes of your evaluation should be reported to your line manager and colleagues and be included as part of your report to SERTA. Please also refer to the GCH Libguide page for evaluation tips for academic conferences.○ Evidence of publications, presentations, collaborations, and networking accrued which was enabled by the SERTA funding should be uploaded as part of the report or emailed to GCSERTA@health.qld.gov.au.○ Further applications by the applicant may not be considered if reports remain outstanding.

Pre-Submission Checklist

Item	Requirement	✓
Eligibility	<ul style="list-style-type: none">○ hold a Gold Coast Health appointment which is at least 0.2 FTE, with either a permanent appointment, or held a temporary appointment of over 12 months and a current contract over the duration of the event.○ No outstanding reports from previous funding applications.○ Not had a successful application in this category in the previous 12 month period.	

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	<ul style="list-style-type: none"> ○ Application is not retrospective. ○ Any leave required to attend events has been applied for and approved by line manager. 	
Authorisation	The Manager Authorisation form must be completed and uploaded into the online application.	
PDA	The Professional Development Allowance (PDA) form must be completed and uploaded into the online application (where applicable).	
Conference Details	A copy of the conference flyer detailing fees/costs to be uploaded into the online application including a link to the conference website.	
Invitation to present	The invitation to present from the Conference Organiser must be uploaded into the online application.	
Quotes	Quotes for accommodation, travel (if applicable).	
Overseas Travel Form	Overseas Travel form and evidence of Ministerial or DG approval application or copy of approval letter (if applicable).	

Types of financial transactions considered by SERTA

I.	Domestic Flights booked via the travel hub (for eligible applicants)
II.	International Flights booked via the travel hub and approved by the Minister or DG (where applicable)
III.	Accommodation Domestic/International booked via the travel hub (for eligible applicants)
IV.	Transfers to and from the airport in the destination where the event is held (for eligible applicants)
V.	Registration fees / costs

Types of financial transactions not funded by SERTA

I.	Food items
II.	Beverages including Alcohol
III.	In house Movies and Internet at Hotel
IV.	Petrol
V.	Magazines or newspapers
VI.	Dry cleaning and spa treatments at Hotel

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VII.	Backfill / Overtime/ Penalties
VIII.	Any Breakfast, Meal or Incidental allowances itemised in Directive No 9/11 for Domestic Travelling and Relieving Expenses.

Contact Information

Questions about the application process

SERTA Coordinator

Study, Education and Research Trust Account
Gold Coast University Hospital,
Research Unit, E (PED) Block, Level 2,
1 Hospital Boulevard, Southport
Phone: 07 5687 0663 Email: GCSERTA@health.qld.gov.au

Claiming Approved Funds

Email: GCSERTA@health.qld.gov.au (Subject line: SERTA Claim)