SERTA funding support for journal publication fees

Guidelines for applicants

Version 4.3: Sept., 2022

Gold Coast Health
always care

Queensland Government

1. Introduction

1.1. Overview of SERTA funding initiatives at Gold Coast Health

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 Private Practice Governance Committee.*

This guideline outlines the application process for employees seeking financial support for **journal publications**.

Information about other categories that SERTA supports (e.g., professional development, research grants) can be found here.

1.2. Overview of SERTA support for journal publications

SERTA provides funding support for peer-reviewed journal publications as a key initiative that aligns with GCH's strategic goal of improving health outcomes through clinical research and evidence-based practice.

Eligible GCH staff as first or last senior author, are entitled to **one approved application per financial year** to support journal publication fees to a **maximum of $5,000**.

The budget for SERTA's support for journal publications is currently capped at $50,000 per annum. Taken together with the ever-increasing cost of open-access publication fees, this means that the committee will most likely not be able to fund all eligible applicants. Thus, please make sure that your application meets all criteria outlined below and that you have put significant thought into the journal that is best suited for your research study before you apply.

2. How to apply

The **application form in SmartGrants** can be accessed via this link.

Before commencing the online form, you must:

      (i)   confirm that you meet the eligibility criteria outlined below, and
      (ii)   have the documents requested below ready for upload.

2.1.   Eligibility criteria checklist

☐   I am currently employed at GCH (permanent or temporary appointment for more than 12 months) at a minimum of 0.2 FTE.
- o   Applicants who hold conjoint appointments are eligible to apply.
- o   Former employees of GCH who have transferred to another Hospital and Health Service within the previous 12 months may be eligible to apply.
  - -   In these cases, the application _must_ relate to a research project that commenced and was completed during the applicant's period of employment with GCH. Your former GCH line manager must attest to this in the authorisation form (see section 2.2 below).

☐   I have not received SERTA funding for a journal publication in the current financial year.

☐   I do not have access to other funding resources to support this publication.

☐   SERTA funding for a journal publication **related to this study** has not been approved in the current financial year.

☐   I have no outstanding annual/final reports from previously funded SERTA awards.

☐   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 either an **experienced** researcher or a librarian.
- o   If you do not know any experienced researchers, or if you would like a second opinion, you are welcome to contact one of the conjoint researchers at GCH for advice. Please see here for more details.
- o   GCH librarians are also available to help. Their contact information is listed below (section 4.2).

☐   I am confident that my journal of choice is not a predatory journal.
- o   Predatory publishers and journals are flourishing. The latest estimates are that there are tens of thousands of predatory journals masquerading as genuine scholarly publications. Such journals claim false indexing, bogus metrics, and promise quick and easy publication.
- o   One of the strategies that they use is to send unsolicited email invitations to researchers to entice them to publish in their journals. In reality, these journals publish anything for fees without the benefit of peer review or the usual oversight of legitimate journals.
- o   Publishing low-quality papers in predatory journals undermines your credibility and reputation and reduces the visibility and citations of the research. It is in everyone's interest to make sure that the journal's authenticity has been verified before a manuscript is submitted.
- o   If you are in any doubt about the legitimacy of the journal, please consult a librarian _before_ proceeding with this application.

☐   I have thought about alternative journals for submission of my manuscript in the event that:
- (i)   my current SERTA application is not approved, or
- (ii) my manuscript is not accepted in this journal.

☐ This application is not retrospective (i.e., I am not applying to have publication fees reimbursed where fees have been paid and/or the manuscript has been published).

2.2. Documents checklist

Please ensure all documents are converted to **PDF** prior to upload.

- ☐ **Letter of Support** (the template is available here)
  - o To be signed by your line manager.

- ☐ Copy of your **manuscript** (final or draft version)
  - o Please make sure that a complete list of authors and their affiliations is included in the manuscript.

- ☐ Evidence attesting to the **journal's publication fees**
  - o E.g., a screenshot of the journal's webpage that states the publication fees or a copy of an email that lists these fees.

3. Application review process

3.1. SERTA Committee review dates

The SERTA Committee meets on the **third Wednesday of each month**.   Applications must be received **two weeks prior** to the scheduled meeting to allow for application reviews to take place.

Please submit your application before the deadline to ensure consideration at the meeting.

Applications will be subject to an eligibility check and must include all required information and attachments prior to being forwarded for review and consideration by the Committee. Any late or incomplete applications will be deferred until a subsequent meeting.

Retrospective applications will not be considered.

3.2. Selection process

The following criteria will be a consideration as part of the SERTA Committee's decision.

- Whether the research study was conducted primarily at GCH
- The manuscript must acknowledge affiliation with GCH
- Any SERTA funding received by the TEAM in the previous financial year

- The journal ranking ie ranked Q1 in its specific field, or Q2 where there are no other relevant Q1 ranked journals with an aim/scope that aligns with the topic of the publication.
- The quality of the research and the impact that the study findings are likely to 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.)
- An equitable balance of SERTA publication funding support across different GCH divisions/ professional disciplines.

3.3. Announcement of funding decisions

The Committee's decision will be communicated in writing within 10 working days of the committee convening.

If your application is successful, you will be provided with further details on how to claim the funds and how to acknowledge SERTA funding in your publication.

If your application is unsuccessful, you may be eligible to submit a subsequent application. Please contact the Office of Research Governance and Development to discuss further.

4. Contact information

4.1. Questions about the application process

Please contact:

Jan Wayland
Senior Research Support Officer
Office for Research Governance and Development
Gold Coast University Hospital
PED Building, Level 2, 1 Hospital Boulevard, Southport

Email: GCSERTA@health.qld.gov.au

Phone: 07 5687 0663

4.2. Questions about your choice of journal

Please contact:

GCH Library staff

Email: GCHLibrary@health.qld.gov.au

Phone: 07 5687 1585

4.3. Questions about SmartyGrants

Please refer to the SmartyGrants Help Guide for help with using the online system.