



SERTA funding support for Professional Development

Conferences | Workshops | Short Courses

Guidelines for applicants

Version 4.2 – October 17, 2022

The Study, Education and Research Trust Account

About the SERTA Scheme

The Study, Education and Research Trust Account (SERTA) enables Gold Coast Hospital and Health Service (GCHHS) 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 the SERTA Business Plan which incorporates 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 the GCHHS. 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*.

Application Process

Professional Development - Conferences | Workshops | Short Courses

This guideline is for GCHHS employees seeking financial support through the SERTA funding scheme for professional development activities related to conferences, workshops and short courses. The 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 including 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.
- Applications must be completed online via the SmartyGrants platform. The form can be accessed on the [SmartyGrants](#) platform by selecting Conferences | Workshops | Short Courses. For any questions regarding 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.

- The Committee's decision will be communicated in writing within 10 working days.

Supporting document requirements

- The [Manager Authorisation](#) form must be completed and uploaded into the online application.
- The [Professional Development Allowance \(PDA\)](#) form must be completed and uploaded to the online application (where applicable).
- Conference/course flyer detailing fees/costs
- Quotes for accommodation, flights (if applicable)
- Overseas Travel form and evidence of Ministerial approval application or copy of approval letter (if applicable).
- Online application form [SmartyGrants](#)

Eligibility and Criteria

Eligibility	<p>Applicants must at the time of making application:</p> <ul style="list-style-type: none">○ hold a GCHHS appointment which is at least 0.2 FTE, with either a permanent appointment, or held a temporary appointment of over 12 months at the time of the event.○ have approval from the Line Manager based on the importance of the activity to the work area.○ not had a successful application in this category in the current financial year.○ 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 successful application to SERTA per financial year in this category.○ 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.○ A maximum stipend of \$1,000 towards registration for those attending conferences or professional development courses. Professional development courses can include workshops, short courses, flexible learning approaches such as online courses and statistics workshops which are relevant to the applicant's discipline. <p>Note: Consideration will be given to applicants who have been invited to deliver an oral presentation at a conference, irrespective of funding approval obtained in the same year, for</p>

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	<p>another activity in this category. However, the maximum total entitlement for that year cannot exceed \$5,000.</p>
Scope	<ul style="list-style-type: none"> ○ Retrospective applications will not be considered. ○ Applicants attending conferences, workshops or short courses are eligible to claim up to \$1,000 for registration only. Travel and accommodation, if required, will need to be funded by the claimant's work department or at their own expense. ○ Applicants who have been invited to deliver an oral presentation at a conference, are eligible to claim for flights, accommodation, and registration up to \$5,000. Applicants must ensure presentations clearly identify the Gold Coast Hospital and Health Service Logo. ○ SERTA funds can only be claimed for events located overseas if Ministerial Approval has been granted for travel. <ul style="list-style-type: none"> ○ As the applicant is a representative of GCHHS, a separate application for Ministerial Approval is required for events involving overseas travel. This is a requirement whether the applicant is paying for the flights or not. An application for overseas travel can be found in the Travel Section at Queensland Health Intranet (QUEPS) or by contacting GCESOCCEO@health.qld.gov.au. The travel application needs to be submitted at least 8 weeks prior to travel to allow time for the Minister's consideration. <p>Evidence of the overseas travel application and/or approval should be submitted with the application for SERTA funding.</p> ○ Grants are not transferrable. ○ Non recurrent funding must be expended in the financial year of approval unless otherwise approved.
Criteria	<ul style="list-style-type: none"> ○ The request must align to the Strategic Goals of the GCHHS. ○ Support is required from the Line Manager, confirming that the activity is consistent with the applicant's performance goals and that leave has been approved to attend the event. ○ 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. ○ 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.

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Submission Process	<ul style="list-style-type: none">○ Applications to SERTA must be submitted online via the SmartyGrants platform. The application form can be accessed on the SmartyGrants platform by selecting Conferences Workshops Short Courses.○ As part of the online application, a summary is required (no more than 500 words) outlining the request, which demonstrates the benefit and alignment to the strategic goals of the GCHHS.○ All supporting evidence is to be uploaded into the online application:<ul style="list-style-type: none">○ conference/course flyer detailing fees/costs○ PDA form○ Quotes for accommodation, flights (if applicable)○ Overseas Travel form and evidence of Ministerial approval application or copy of approval letter (if applicable).○ 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 two weeks prior to the SERTA Committee meeting (held the third Wednesday of each month) to be eligible for consideration. <p><i>Please note the following in respect of domestic and international travel (if applicable)</i></p> <ul style="list-style-type: none">○ Travel and accommodation quotes (where applicable), accommodation and pricing guidelines, and overseas travel and Ministerial approval requirements can be obtained by contacting GCESOCEO@health.qld.gov.au. Completed travel forms detailing quotes for travel and accommodation and overseas travel application (if applicable) should be uploaded into the online application form. <p><i>Please Note:</i> Travel and accommodation should be booked through the Travel Hub by contacting GCESOCEO@health.qld.gov.au. Once funding has been approved by the Committee, a copy of the approval letter is to be provided to the same email address to enable travel and accommodation components to be charged through the SERTA cost centre.</p> <p>For travel and accommodation questions related to the types of financial transactions considered by SERTA please contact GCSERTA@health.qld.gov.au.</p>

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Selection Process	<ul style="list-style-type: none">○ Applications will be considered confidentially by the GCHHS SERTA Committee.○ In some circumstances, 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.
Approved Applications	Once your application for funding has been approved by the SERTA Committee, a letter of approval will be provided within 10 working days. This will include confirmation and a breakdown of the funding amount approved (registration, travel accommodation etc.) as well as details on how to claim your funds.
Claiming Funds	<p>Travel and Accommodation Claims</p> <p>If travel and accommodation has not been booked via the Travel Hub as outlined above, receipt of payment for the SERTA approved travel and accommodation along with a completed expense form and copy of the SERTA approval letter should be emailed to GCFOExec2@health.qld.gov.au for reimbursement of costs.</p> <p>All Claims (excluding travel and accommodation)</p> <p>It is preferred that successful applicants or their operational cost centre pre-pay attendance costs and provide SERTA with documentation for reimbursement or journal back to the operational cost centre. Applicants should complete an expense form, attach all receipts and a copy of the SERTA approval letter and email to GCFOExec2@health.qld.gov.au.</p>
Reporting Outcomes	<ul style="list-style-type: none">○ The applicant must provide a report to the GCHHS SERTA Committee within 2 months of attending the event or completion of a course. A report template will be provided for completion on the SmartyGrants platform.○ Evidence of publications, presentations, collaborations, and networking accrued which was enabled by the SERTA grant should be uploaded as part of the report or emailed to GCSERTA@health.qld.gov.au.○ Further applications by the applicant will not be considered regardless of the financial year if any reports remain outstanding.

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 (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.	Course Registration for Education Conferences / Workshops

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

Split transactions

There will be no split transactions such as accommodation sharing, all accommodation will be booked via the HHS Travel Hub. If employees wish to share a room, please ensure this is clearly stated on the travel booking form. The employee/applicant booking the accommodation on behalf of the other applicants must be the person to claim.

Applicant checklist

Please ensure the following information and attachments are 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 category in the current financial year. ○ Application is not retrospective. 	
Complete SERTA Application Form <ul style="list-style-type: none"> ○ Create account in SmartyGrants for online application. ○ Include evidence of event registration/course; invite to present paper etc. ○ Evidence to reflect costings such as quotes/flyers/article. 	
Complete the Use of Professional Development Allowance (PDA) form (if applicable) <ul style="list-style-type: none"> ○ Include evidence of expenditure of Professional Development Allowance within current financial year. ○ If you do not receive a Professional Development Allowance, ensure that this is noted on the Application Authorisation form and signed off by your Line Manager. 	
Complete QTravel booking and approval form (if applicable). <ul style="list-style-type: none"> ○ Include evidence of quotes from airlines and accommodation being requested. 	
Any leave required to attend events has been applied for and approved by line manager.	
All relevant forms have been signed off by line Manager and Executive Director.	
Submit Online SERTA Application.	

Contact information

Questions about the application process

The Secretariat

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

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