

# Oxford Cryogenics Support Scheme

## Application form

To be submitted to [ocss@bcryo.org.uk](mailto:ocss@bcryo.org.uk)

The Oxford Cryogenics Support Scheme provides support to students/trainees to pursue work on or study subjects related to cryogenics, using funds derived from the charitable activities of the ICEC and ICMC organisations. Activities supported could include, but are not limited to, conference travel (particularly to ICEC/ICMC), literature search, preparation of monographs, development of new techniques, and adaption of existing equipment to allow evaluation of materials at low temperatures. Applicants must be affiliated with a recognised UK institution. Applicants may apply to receive up to £5000 from the OCSS for research projects, or up to £1800 for conference attendance or training.

Applications may be submitted for consideration on a quarterly basis. Closing dates by which applications should reach the OCSS for consideration in that quarter are: 1 March, 1 June, 1 September, and 1 December. A decision will be made within 1 month of the closing date. The deadline chosen must be at least one month before your event. Please also review the application guidance notes at the end of this form, which includes a more detailed timetable for awards.

Applicants should provide quotes in support of their application. It is expected that all expenses will be those reasonably and necessarily incurred, and that applicants will select the most economical options for travel, expenses, etc. Upon successful award by the OCSS, applicants will be informed and may then wish to make their bookings. Upon subsequent submission of receipts, OCSS will make payment to the applicant's organisation via BACS.

Please contact [ocss@bcryo.org.uk](mailto:ocss@bcryo.org.uk) if you have any queries.

## 1. Personal details

<b>Name (including title)</b>	
<b>Academic qualifications</b>	
<b>Home address</b>	
<b>Email address</b>	
<b>Name and address of institution/organization where you are currently working</b>	
<b>Please add a short statement that describes your current work</b>	

## 2. Details on proposed training/research

<b>Name of training course/research project title/conference title</b>	
<b>Place of training/research/conference venue</b>	
<b>Proposed start and end dates</b>	
<b>URL if appropriate</b>	

<b>Description of training course/research</b>	
<b>Motivation statement, including expected impact of visit/work and current situation</b>	

### 3. Financial details

<b>Estimated expenditure</b>	Registration fee	£
	Travel Costs	£
	Accommodation	£
	Subsistence	£
	Equipment	£
	Facilities	£
	Consumables	£
	Other (please detail)	£
	<b>Total (A)</b>	<b>£</b>
<b>Additional sources of funding being sought (B)</b>	Please state from whom and how much	
<b>Amount requested from OCSS (=A-B)</b>	£	

**NB:** value of any grant that may be awarded may not be equal to the total requested

### 4. Previous support received from the OCSS

Have you received a previous grant from the OCSS?

Yes

No

If yes please give amount and details:
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### 5. Supporting material

Please attach a letter of support from your supervisor. This letter should be on letterhead paper and include comments on the status, importance and relevance of the training/research etc, as well as the merits of the candidate. This should be no more than one side of A4. Note that applications will not be considered without a letter of support.

<b>Name of supervisor</b>	
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<b>Supervisor's job title</b>	
<b>Letter of support attached?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>

## 6. Additional information

Please add any further information that might be relevant to your application including any exceptional circumstances that you would like to be considered.

## 7. Data Protection

The information you provide on this form will be held by the OCSS and used for the purposes of administering the scheme. In order to evaluate your application, your information will be shared with OCSS trustees, who are informed that they may only use this data for the evaluation.

## 8. I confirm that the above details are correct

I confirm that the above details are correct.

Signature

Date

Please return the form to:  
Email: [ocss@bcryo.org.uk](mailto:ocss@bcryo.org.uk)

# Guidance Notes

## Please read before completing your application

The Trustees of the OCSS handle the application process. Their decision is final and not subject to appeal.

### Submitting an application

Applications are considered on a quarterly basis. Applications should reach the OCSS by 1 March, 1 June, 1 September or 1 December.

A decision will be made within one month of the closing date so the deadline chosen should be at least one month before your proposed training/research is due to begin. We strongly recommend that you submit your application as early as possible. Late applications may be considered at our discretion. If the event is due to take place within three months please be aware that you may not know the outcome of your application until you return – the bursary cannot be guaranteed. A detailed timetable is given in the table below.

Period	Applications open	Application deadline	Decision deadline (1 month from application deadline)	Start date for visit/training/etc
1	2 Dec	1 Mar	1 Apr	From 2 Apr
2	2 Mar	1 June	1 Jul	From 2 Jul
3	2 June	1 Sept	1 Oct	From 2 Oct
4	2 Sept	1 Dec	1 Jan	From 2 Jan

Please note that priority will not be given to a second or subsequent application from an applicant in the same organisation seeking to attend the same conference or training course.

### Am I eligible?

Bursaries will be available to students/trainees pursuing work or studying subjects related to cryogenics who are affiliated with a recognised/registered UK institution/organisation.

### What is the bursary worth?

Applicants may apply to receive up to £5000 from the OCSS for research projects, or up to £1800 for conference attendance or training.

### Conference travel

If requesting travel costs to attend a conference, preference will be given to those trainees seeking to attend/participate in an ICEC/ICMC conference. Special consideration will be given to students presenting work done with, or partly with, OCSS funding or those students submitting a paper in the category of 'best student paper'. Applicants should provide details of the conference (including registration fees) with their application form. If applicable, the applicant should also include details of the paper being submitted.

### Supporting documentation

Requests for funds for equipment/materials/manufactured items should be supported with quotations and a description of the equipment and its purpose. Requests for travel should be supported by quotes for flights, hotels, conference registrations etc. It is expected that all expenses will be those reasonably incurred, and that applicants will select the most economical options for travel, expenses, etc.

### Payment

Applicants should provide quotes in support of their application. Upon successful award by the OCSS, applicants will be informed and may then wish to make their bookings. Upon subsequent submission of receipts, OCSS will make payment to the applicant's organisation via BACS.

### Report on completion

Following completion of the conference/visit/work/research project, the applicant should submit a report which the OCSS may publish in "BCryo News". The OCSS does not support work that is considered to be commercially confidential and would expect short notes on the work to be made generally available. This report should outline the work/study done and the benefits to the applicant/wider cryogenics community.

### Contact us

If you have any queries about the fund, if you are unsure as to your eligibility or how to complete the application form please contact [ocss@bcryo.org.uk](mailto:ocss@bcryo.org.uk).

**Travel risks**

Bursaries are paid as a reimbursement of expenses properly incurred. Any travel is undertaken at the sole risk of the bursary recipient. The OCSS has no liability in the event that travel is not possible, or is curtailed, or if the event you are attending is cancelled, postponed or abandoned, whether due to COVID-19 rules and restrictions, or any other reason. In the event that travel is not completed, for any reason and where payment has been made by the OCSS, it is required that this payment should be returned. Similarly, where a registration fee has been paid by the OCSS and if for any reason, the applicant does not attend, payment must be returned to the OCSS. The OCSS strongly recommend, whilst accepting no liability, that applicants obtain suitable insurance.