|  |  |  |
| --- | --- | --- |
| **>> Project information** | | |
| Type | ………. (Funded project or Hosted proposal writing) | |
| Project/ hosted proposal ID | ………. | |
| Title | ………. | |
| PI name | ………. | |
| Date | ………. | |
| **>> Contact person information** | | |
| In case we need any clarifications regarding your request, who should we contact? | | |
| ………. | | |
| Contact person email | ………. | |
| Contact person mobile | ………. | |
| **>> Equipment reservation details** | | |
| Equipment | .......... | |
| Equipment ID in the list | ……….. | |
| Justification | .......... | |
| Do you need any additional configurations? (if yes, please clarify) | | |
| ……………………….......... | | |
| Usage duration: | Form: …….. (day/month/year) | To: …….. (day/month/year) |
| The expected task finish date: …… | | |
| Comments: | | |
| ……………………………………………………………………………… | | |

**Equipment Reservation Request**

**>> Directions:**

1. This form MUST be submitted by the PI via email: [it@mena.vt.edu](mailto:it@mena.vt.edu) at least 5 business days prior to the expected task finish date.
2. For the existing equipment at SmartCI labs, please check the Existing Equipment List.