|  |
| --- |
| **>> 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 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.