

While many faculty/staff can be happy to assist with equipment loans, they do at the same time need to ensure that the research or class needs that the item(s) may be designated for will not conflict with the loan.

While the sampling plan/period may still be in development at the time of the email, please realize that the sampling period may overlap with the period that the equipment is being used for research or teaching purposes. Is this being looked at as a short-term loan, long-term loan, or multiple brief loans for just the sampling period?

If you wish to request equipment access, please send your request to relevant faculty/staff using your GMU email. Please note that only current students can request equipment loans.

Your email should include the following information for each item being requested:

- 1. Your name and your advisor (or committee member(s) if acting on a suggestion from one)**
- 2. Please give as many details as possible, such as:**
 - a. What item(s) is being requested**
 - b. What the item(s) will be used for, and how**
 - c. If applicable, how many are needed.**
 - d. The date(s) the item(s) will be used.**
 - e. Where will the equipment be used (lab or field, home or on campus, US, or out-of-the-country site; if out of country, do you have appropriate travel equipment?)**