

**Hop Research Council
Washington Hop Commission
Idaho Hop Commission**

Request for Proposals

May 2015

**Proposals That Do Not Follow Guidelines Will Be Returned.
Please Read the Entire Document Prior to Submission of a Proposal.**

Intent: The purpose of this request for proposals (RFP) is to solicit studies and activities that will support the U.S. hop industry.

General Information: One proposal should be submitted per project, indicating the amount of funding that is being requested from HRC and state hop commissions. These organizations provide funding for one fiscal year at a time. Projects in need of multiple-year funding may be submitted, but a progress report and new proposal must be submitted every year. Subsequent requests are contingent upon availability of funds and satisfactory progress toward meeting project objectives. If the research is also receiving support from other sources, these sources and amounts should be listed in the project budget.

Project requests are limited to five pages, not including budgets and attachments, and should address all categories outlined in the "Proposal Format". Names, addresses and phone numbers of "Contact Person(s)" and Personnel must be included. Project priorities and procedures must be outlined. The time frame for project completion and a budget for anticipated fund expenditure must be indicated.

The following guidelines are provided for hop research funding proposals:

- Proposals for capital equipment should be made separately from proposals for operating a research program.
- Proposals for permanent staff additions should be identified as such.
- Proposals should specify the time period estimated for attainment of specified goals.
- Proposals should include an economic benefit justification as it relates to the grower, when possible.
- Agronomy research should incorporate on-farm protocol.
- Research targeting emerging issues is encouraged, to allow growers to implement new technologies to deal with changes in input availability, economic and regulatory situations.
- Researchers are encouraged to involve colleagues in a multi-disciplinary, cooperative approach to problem resolution.

Proposal Format: Please include the following sections in your proposal:

1. Introduction
2. Justification
3. Objectives

If more than one objective is proposed, **please provide an estimated breakdown of the costs associated with each objective**, in relation to the total amount being requested. If objectives are too divergent, separate proposals for each objective will be accepted.

4. Project Description or Procedure
5. Time Frame for Specific Objectives
6. Project Budget (see format below).

Project Budget: Please use the following format for submission of your budget and requests. In addition to completing this format for the funds you are requesting, please list all other funding for this work, including source and expenditure category. Please describe any in-kind support (such as equipment usage and crop destruct).

Expenditure	Hop Research Council Request	Commission Request (specify state)		Total Amount Requested
		State:	State:	
		Amount (cash or in-kind)	Amount (cash or in-kind)	
Salaries ¹				
Employee Benefits				
Temporary or hourly workers				
Travel ²				
Equipment				
Other (specify)				
Total				

¹ Specify the type of position

² Provide a brief justification for travel funding requested. All travel must be directly related to the project.

Deadlines. Proposals must be received on or before **Friday July 17th, 2015** and will be reviewed by the council at the 2015 HRC Summer Meeting on August 5th in Yakima, WA.

Submission. Submit original proposals via email in PDF or Word format to nancy@oregonhops.org

Reporting. An annual report in electronic format (MS Word AND PDF) is required for all HRC, IHC and WHC funded projects. A final report is required prior to the HRC winter meeting, the official due date will be provided upon approval of funding. It is the responsibility of the principal investigator and submitting organizations to prepare the final report.

The following is a general format for you to follow to ensure continuity and ease of reading between the many reports included in the HRC Annual Reports booklet. Items A-F should not exceed two pages, with a total page limit of 20 pages. Contact the HRC Business Manager if an exception is needed. Please maintain a one (1) inch margin and number each page.

Suggested Report Format

- A. Title
- B. Personnel: Project Leader, Technical Assistance, Cooperators
- C. Overall Project Objective
- D. Current year's Objectives and Accomplishments
- E. Next year's Objectives and Benefits
- F. Publications
- G. Research Results
- H. Acknowledgements, References, etc. as needed

Questions? Contact Nancy Sites, HRC Business Manager, at (503) 982-7600, or e-mail nancy@oregonhops.org