

Hop Research Council

Request for Proposals

November 2009

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. Specifically, this RFP is soliciting hop breeding research to:

- Maintain and expand hop germplasm for use by industry. Evaluate germplasm for possible public release.
- Develop genetic resources for growers, breeders, and brewers with pest resistance, disease resistance and acceptable brewing quality.
- Assume field and greenhouse maintenance of a pre-existing hop variety collection.
- Develop advanced hop selections through breeding activities including seedling nurseries and agronomic selection plots.
- Use analytical chemistry and field yield estimates to evaluate hop samples from the breeding program to determine quality data.
- Cooperating with and providing support to other public and private hop researchers

General Information: Proposal requests are **not to exceed \$156,000**. The Hop Research Council provides 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)				
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 by **Thursday, December 31, 2009**. Project to begin January 1, 2010 or after, to be determined at time of project approval.

Submission. Submit original proposal via email in MS Word format AND PDF format. If PDF formatting is not available, mail a hard copy of the proposal to Michelle Palacios, HRC Business Manager, P.O. Box 198, Aurora, OR 97002, e-mail michelle@hopresearchcouncil.org

Reporting. An annual report in electronic format (MS Word AND PDF) is required. The final report should be submitted within 30 days of project completion. 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-D should not exceed two pages, if possible, 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. Objectives and Accomplishments
- D. Publications
- E. 2010 Research Results
- F. Acknowledgements, References, etc. as needed

Questions? Contact Michelle Palacios, HRC Business Manager, at (503) 931-8232, or e-mail michelle@hopresearchcouncil.org.