

Documentary Film Checklist

Note: This checklist is for planning purposes ONLY. This is NOT the application. We highly recommend that you draft your responses in a separate Word document and use the checklist below to make sure you have addressed all the requirements. Once finalized, you can copy your answers into the application form.

1. **Project Title (15 words max).**
2. **Project Description (500 words max):** Briefly outline a) the central topic, i.e, what the story is about; b) why it matters; c) how the story will unfold on screen; d) the main character(s), their journey, and the setting; e) the stylistic choices—visuals, sounds and tone—and how they help convey your film's message; and f) the project's feasibility through a brief practical plan, including locations and access to characters or communities.
3. **References:** Submit a Word document with **9 references**. This should include **3 research sources** (journal articles, academic books, newspaper articles) on your topic + **3 documentary films** that address topics similar or related to your film + **3 visual references**—preferably documentary shorts—that inspire your intended storytelling, style, tone, or aesthetics.
4. **Elevator Pitch Video (ONE minute max):** Record a one-minute video pitching your project as you might over a short elevator ride. In your video, briefly explain what your project is about, why it matters, and why you are the best person to tell this story. Keep it clear and engaging. Share a *Google Drive* link to the video, with viewing access set to “Anyone with the link.”
5. **Format Justification (200 words max):** Explain why you chose the short documentary format. How does it best convey your story, fit the project's themes and audience, and help you communicate your ideas effectively?
6. **Relevant Courses (250 words max):** List at least 3 courses that you have taken that are relevant to your documentary project. For each course, include title and number, instructor's name, AND brief description of how it has prepared you for this project. **At least one** of the courses should be a production course.
7. **Relevant Experience (250 words max):** List experiences outside of class, such as an independent study, personal project, internship, Studio 20Q or other initiatives, that add value to your proposed project. Describe your role, responsibilities, and how the skills you gained will support your project with #IAS_NUQ.
8. **Are you applying for an ongoing project?** If so, please provide a summary of the current state of the project **(150 words max)**.
9. **Contribution to #IAS_NUQ's Mission (150 words max):** Specify how your project addresses our mission. For more information on our mission, please check the [#IAS_NUQ website](#).
10. **Contribution to #IAS_NUQ's Themes (150 words max):** Which of the #IAS_NUQ themes does your project address? Please engage with at least one of our current themes. For more information on our themes, please check the [#IAS_NUQ website](#).
11. **Language Skills (150 words max):** List the languages you speak, read, or write, and explain how they support your project.
12. **Preliminary Budget:** Provide projected research costs up to QAR 5000 (NOT including airfare). Divide it by accommodation, meals, and other research expenses to be incurred during the trip in Qatari Riyals.
13. **Other Funding:** List any other grants, fellowships, or funding (such as Summer Undergraduate Research Grant, Advanced Undergraduate Research on Robots and AI, or Summer Internship Grant Program) you plan to apply for between Dec 2026-Dec 2027. You must disclose all external funding to the IAS team. If none, type "N/A."

14. **Other Program Applications:** Will you be applying for JR or Comm Exchange for Spring 2027? This is just for our information.
15. **CV or Resume (2 pages max):** Attach your CV or resume. (Name: FIRSTNAME_LASTNAME_RESUME).
16. **Portfolio (50 mb max):** Attach your portfolio here. If your file is larger than 50 mb, please upload a Word/PDF document with a link to your portfolio. (Name it as FIRST NAME_LAST NAME_portfolio).
17. **Short Professional Bio (50 words max).**