

Research Paper 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 topic, i.e., what the paper is about; b) topic significance, i.e., why it matters; c) clear research questions, including a central question and any related sub-questions; and d) theoretical framework, i.e., the concepts that will be used and the debates and literature the paper makes an intervention into.
3. **Methods (250 words max):** Describe the methods you will use and explain why they are the right approach for answering your research question. If you will use primary sources (e.g., archives, media artifacts, or documents), explain where you will access those. Please explain what your fieldwork or research process will look like.
4. **References:** Submit a Word document with 9 sources or scholarly references. This should include a combination of *peer-reviewed journal articles* and *academic books* discussing your research topic and/or the methods you plan to use. Please include **at least three books**.
5. **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.”
6. **Format Justification (200 words max):** Explain why you chose the research paper format. How does a research paper best convey your story or argument, fit the project's themes and audience, and help you communicate your ideas effectively?
7. **Relevant Courses (250 words max):** List at least 3 courses you have taken which are relevant to your project. For each course, include title and number, instructor's name, AND brief description of how it has prepared you for this research. At least one of the courses should be a research methods course.
8. **Relevant Experience (250 words max):** List experiences outside of class, such as research assistantship, independent study, personal project, 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.
9. **Are you applying for an ongoing project?** If so, provide a summary of the current state of the project (150 words max).
10. **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](#).
11. **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](#).
12. **Language Skills (150 words max):** List the languages you speak, read, or write, and explain how they support your project.
13. **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.

14. **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."
15. **Other Program Applications:** Will you be applying for JR or Comm Exchange for Spring 2027? This is just for our information.
16. **CV or Resume (2 pages max):** Attach your CV or resume. (Name it as FIRST NAME_LAST NAME_CV).
17. **Writing Sample (up to 15 pages, excluding references):** Attach an academic paper that best represents your writing and research abilities. It may be a final paper from an NU-Q course. Please make sure it is solely authored by you (Name your file as FIRST NAME_LAST NAME_research paper).
18. **Short Professional Bio (50 words max).**