

Research Statement Checklist



*Note: This is not meant to be a comprehensive list, nor is it meant to exclude regional and disciplinary variations, but rather to stimulate thinking while drafting a research statement.

General format

Are style & layout consistent throughout? Margins (0.5-1 inch)? Font Size (10-12 pt)? Easily readable style?
Have you used informative headings and subheadings? Have you considered including relevant images?
Is your research statement properly concise in relation to the request in the job ad? Rarely more than 4-5 pages.
Have you used bullets where appropriate? Have you included references to support your proposal?
Additional elements to check:

Telling a good story

Is the research described important? Is it new? Will it produce important contributions to its field?
Have you described the direction your research will take you in next, and the new questions you generated?
Additional elements to check:

Telling a believable story

Is the research program “just right” in scope? Not too narrow? Not too broad?
Have you provided sufficient detail to help the reader understand why your work is interesting, new, and compelling? Do the details make the research plan more convincing or do the opposite?
Have you included challenges and the way you overcame them in the past and will overcome them later?
Do you persuade the hiring committee that your research is moving forward and you are moving forward with it in terms of new skills and knowledge?
Additional elements to check:

Demonstrating independence

Have you touched on how you, through your research, could benefit the institution in terms of grant money or collaborations?
Is there a balance of individual work plus potential for collaboration?
Additional elements to check:

Anything Else?

Additional elements to check:
