



WINSTON-SALEM
STATE UNIVERSITY

*The Office of
Undergraduate Research*

UJIMA Research Fellowship

Undergraduates Joining to Investigate & Mobilize Advancement.

This fellowship is a collaborative effort between The Office of Undergraduate Research (OUR) and NSF Ideas Lab/ Ujima Collective. This Fellowship will allow an array of STEM disciplines to learn how to do research using a variety of research methodology and research processes, students will learn about qualitative and quantitative data analysis and build collectively with a group of likeminded scholars. Students will have the opportunity to have support on research projects from start to finish.

POSITION SUMMARY: A Research Fellow is responsible for conducting research (methodology will vary based on discipline and designated research project). Each research fellow's project will be expected to contribute to evidence-based STEM research solutions. The Research Fellow will participate in a series of workshops and research training that will provide support throughout the research process. Fellows will have research training modules throughout the fellowship. We will work with a cohort of scholars at 4 other academic institutions. Students project topics are broad and even include learning more about Research Careers in Higher Education!

This fellowship position is an integral part of a team of researchers and analysts supporting the interinstitutional component building upon the research infrastructure at HBCUs.

Student Research Fellows will be mentored by the faculty mentor and the director of OUR who will assist in providing access to data, training, and research assistance. The Office of

Undergraduate Research (OUR) will assist with the research process and facilitation of the project as well as provide professional development workshop series over the duration of the fellowship to empower research fellows with transferable skills necessary for research and career preparation.

Fellowship Essential Functions:

- Collaborate with WSSU/ Ujima research collaborative to complete the research project using quantitative and qualitative methods.
- Complete an individual research project.
- Assists with preparation and production of high quality, credible, and useful research reports and other products in accordance with established deadlines.
- Works effectively in both independent and collaborative environments in a flexible, and supportive research culture.
- Maintains confidentiality of data, information, and processes.
- Some travel may be expected (professional research conference).
- Pre-Post assessment.

PREFERRED QUALIFICATIONS:

- Completion of a (discipline specific) research methods class.
- Interest in data collection, analyzing and interpreting data; synthesizing information from a variety of sources and translating effective and actionable reports.
- Proficient in writing
- All disciplines will be considered

Freshman- Juniors are preferred.

Expectations:

- a. Students will *spend a total of 10 hours per week* meeting with the faculty mentor for “course time” and completing research work. This is a combination of 3 hours of “course time” and 7 hours of unsupervised research work (this may include but is not limited to: review of relevant literature, analysis, data collection, inquiry, data management, creative works, innovation, community engagement, etc.).
- b. Meeting at a designated time with the faculty mentor once a week for 1-3hrs.
- c. A one-on-one meeting with the Office of Undergraduate Research team will be expected at least twice a month.

- d. Weekly reports will be due: Faculty mentor will request an appropriate deliverable, project, etc.
- e. **Mid-point Assessment:** Students will be expected to complete half of the work by the mid-point (i.e. December). This time will be used to expand upon the research project; data management, project management and continuation of the research project.
 - i. At midpoint, weekly reports will be discussed, approved and a continuation plan will be shared with each fellow.
- f. Each fellow will complete a project by the end of the fellowship. The completed research project or creative work will be due to the Faculty mentor and OUR by December 2026 (midpoint) or May 2027 (final project). We encourage research mentors to publish findings with fellows.
- g. **Final Assessment:** At the completion of the Fellowship (May), each student will:
 - i. Produce a flexible discipline specific research project or an innovative plan.
 - ii. Final Paper or Completed Creative Work
 - iii. Present at the WSSU Scholarship Day Celebration AND 1 Professional Conference (example: HUD National Conference, American Sociological Association, or discipline specific conference).

Fellow Compensation:

- a. Student Fellows will be compensated for their time. IF the student has satisfied the responsibilities noted above, students will receive a stipend. This amounts to \$1500 for the year, totaling \$750 per academic semester.
- b. A total of 8-10 students will be selected per academic year. Extension of the fellowship may be granted for selected students if the student has been successful in the previous semester their project work can be extended.
(If a fellow drops out of the fellowship at the midpoint, another fellow will be selected to replace the fellow(s) that drop at midpoint).

Application Process:

Criteria:

- Currently enrolled as a full-time undergraduate student at WSSU.
- Minimum GPA: 2.75 (Freshman should report High School GPA)
- Demonstrated interest in STEM or Social Sciences other related subject matter.
- Commitment to participate in all fellowship activities (research, workshops, professional presentations).

Application Requirements:

1) Personal Statement (1 page):

- Why are you interested in this fellowship?
- What STEM/ Social Science research would you like to research and why?

- 2) **Unofficial Transcript**
 - **Freshman can submit fall semester schedule instead of a transcript.**
- 3) **One Letter of Recommendation (preferably from a faculty member or previous professor)**
 - **Freshman will be exempt from this letter**
 - **Freshman will have a meet and greet faculty member assignment due by November 25th.**
- 4) **Resume**

Submission Instructions:

All materials should be submitted via (Email: townsta@wssu.edu) by September 2026. Late or incomplete applications will not be considered.

Contact: Office of Undergraduate Research Director Tangela Towns, PhD
Email: townsta@wssu.edu
Office: Hill Hall 227
Phone: 336.750.3386

Selection Guidelines: Please see Rubric Below

1. Please review the information above
2. Review applicant's interest letter.
3. Review the excel spreadsheet that highlights applicant's information
4. Use the rubric below to score the applicant

We will select the following:

10 Fellow Research fellowships offered per year for the lifetime of the grant.

Rubric for Undergraduate Research Fellowship Application

Criteria	Excellent (4)	Good (3)	Satisfactory (2)	Needs Improvement (1)
Academic Record	Outstanding academic performance with a high GPA and rigorous coursework.	Strong academic performance with a good GPA and relevant coursework.	Acceptable academic performance with an average GPA and some relevant coursework.	Poor academic performance with a low GPA and minimal relevant coursework.
Interest Letter	Compelling and well-written statement with clear motivation and goals aligned with the fellowship.	Clear and well-written statement with motivation and goals aligned with the fellowship.	Adequate statements with some motivation and goals aligned with the fellowship.	Unclear or poorly written statement with little motivation and unclear goals.
Alignment with Fellowship Objectives	Excellent alignment with the fellowship's objectives and potential for significant impact.	Good alignment with the fellowships and objectives potential for moderate impact.	Some alignment with the fellowship's objectives and potential for limited impact.	Little or no alignment with the fellowship's objectives and unclear potential for impact.
Research Potential	Demonstrates exceptional capability for participation in research. Provides substantial	Demonstrates strong capability for participation in research. Provides	Demonstrates some capability for participation in research. Provides little to no	Demonstrates little to no capability for participation in research. No examples of previous

examples of experience.	some examples of experience.	examples of experience.	experience are offered.
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- Separate Evaluation for letter of recommendation.