



WINSTON-SALEM
STATE UNIVERSITY

*The Office of
Undergraduate Research*

Roots & Roofs: Fellowship for Research on Housing and Community Resilience

This fellowship is a collaborative effort between The Office of Undergraduate Research (OUR) and the WSSU/HUD Regional Research Center of Excellence. This Fellowship will allow an array of disciplines to do research (variety of research methodology) to allow robust data (qualitative and quantitative) and data analysis to support decision-making processes in Forsyth County and beyond. Students will have the opportunity to delve into local, national and international data to help mobilize housing efforts, and collective problem-solving capacities for positive change globally.

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 solutions to housing, community development, economic development or built environmental challenges in underserved communities. The Research Fellow also formulates and communicates key research findings and evidence-based recommendations alongside the WSSU HUD Center of Excellence investigators and research staff. This fellowship position is an integral part of a team of researchers and analysts supporting the Data and Research components in support of the WSSU HUD research mission and works in collaboration with partners across North Carolina, and that reaches areas of Washington DC, Arizona, and Guam. We are also working with non-profits, financial services, financial literacy & education, health care, and social justice.

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 HUD research team to complete the research project using quantitative and qualitative methods
- Supports data collection on issue areas investigated by WSSU HUD and personal research projects.
- 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, fast-paced research culture
- Maintains confidentiality of data, information, and processes
- Some travel may be expected.

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
- All classifications are considered; sophomores+ are preferred. (Freshman will learn methodology and other research skills during this fellowship).

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 12th, 2025 (midpoint) or May 15th, 2026 (final project). We encourage research mentors to publish findings with fellows.
- g. Each project will have both Housing and Community Resilience components (this fellowship is open to all disciplines/majors).
- h. **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 monthly stipend of \$500/month. This amounts to \$2000 per semester, totaling \$4000 per academic year.

- b. A total of 4 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).

Student Conduct

The university community respects certain principles that govern socially and academically acceptable standards of good conduct and behavior. All community members, including students, are expected to conduct themselves in accordance with the regulations of the university and to comply with municipal, state and federal laws. Violations of campus or University policies, rules or regulations, or federal, state, or local law may result in a violation of the Code and the imposition of student discipline. The Code provides a framework for identifying the standards of behavior and minimum due process requirements for addressing or adjudicating violations. Disciplinary measures and/or penalties shall be in accordance with procedural and substantive due process safeguards applicable to disciplinary actions as required by Section 502D (3) of The Code of The UNC Board of Governors, UNC Policy 700.4.1, and other applicable campus policies, as they may be amended from time to time. Where there is a conflict between The Code of The UNC Board of Governors and this Code of Conduct, then The Code of The UNC Board of Governors will control.

- a. Students must adhere to the code above on and off campus, during travel to professional conferences, and at all times while representing the Winston-Salem State University brand.

Application Process:

Criteria:

- Currently enrolled as a full-time undergraduate student at WSSU.
- Minimum GPA: 2.75
- Demonstrated interest in housing, rural/urban studies, social justice, or other related subject matter.
- Commitment to participate in all fellowship activities (research, workshops, professional presentations)

Application Requirements:

1) Personal Statement (800 words):

- Why are you interested in this fellowship?

- What housing or social/community problem would you like to research and why?

2) Transcript

3) One Letter of Recommendation (preferably from a faculty member or potential

4) Resume or CV

Submission Instructions:

All materials should be submitted via (Email: townsta@wssu.edu) by September 1st, 2025. Late or incomplete applications will not be considered.

Contact: Office of Undergraduate Research Director Tangelia 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:

4 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 examples of experience.	Demonstrates strong capability for participation in research. Provides some examples of experience.	Demonstrates some capability for participation in research. Provides little to no examples of experience.	Demonstrates little to no capability for participation in research. No examples of previous experience are offered.

- Separate Evaluation for letter of recommendation.