

NourishED Research Foundation (NRFi)

Onboarding Overview



NourishED Research Foundation, Inc. (NRFi)
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I. Introduction to Your Onboarding Process at NRFi

Greetings from NourishedED (NRFi),

We are so excited to have you join our team. **WELCOME AND THANK YOU!**

As part of our standard onboarding process at NRFi, you will receive between three to six separate emails in the next two to twelve days (depending on the onboarding timeline and process you have agreed on with your supervisor, based on your preferred learning and processing styles).

Each onboarding email will contain a variety of documents. These emails will include:

- **NRFi Onboarding Email #1:** Welcome (Our Standard NRFi Onboarding Email).
- **NRFi Onboarding Email #2:** NRFi Publications.
- **NRFi Onboarding Email #3:** NRFi Manuscripts.
- **NRFi Onboarding Emails #4-6:** Additional NRFi Documents and Resources that can Support your Proposed Role(s) and Responsibilities and NRFi.

This document will walk you through each of these emails, the documents they contain, and your overall onboarding process at NRFi. The Sections included in *this* document are as follows:

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Please feel welcomed to reach out to your supervisor or Dr. Bray (nourished@nourishedrfi.org) with any questions, comments, or feedback you may have throughout this onboarding process. We are so excited to have you on our team. **WELCOME!**



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II. Onboarding Email I: Official Welcome to NRFi, Onboarding Overview

Greetings from NourishED (NRFi),

We are so excited to have you join our team. **WELCOME AND THANK YOU!**

Included in your initial onboarding welcome email and packet, you will receive three files, of which this is one, and which are outlined below.

1. In this document, we outline a few steps that have become standard to our **onboarding process**. These steps include receiving access to:
 - a. **NRFi's Onboarding Overview Document** (e.g., this document).
 - b. **NRFi's Primary Onboarding Document** that includes our Mission Statement, Motto, Aims, and a list of our current Staff, Volunteers, and their affiliated roles.
 - c. **A Formal Invitation to Onboard with NRFi** that includes a description of the role and responsibilities you will begin your onboarding process for.
 - d. **NRFi's Current Publications** with suggestions for reviewing these documents.
 - e. **NRFi's Current Manuscripts** that have been identified as relevant to your roles.
 - f. **Your NRFi Onboarding Project Assignment**, which has been selected by your supervisor as relevant to your proposed role(s) at NRFi (**if applicable**).
 - g. **Zoom Invitations** to a weekly standing meeting with your supervisor as well as regular team/work group meetings and quarterly all-hands-on-deck meetings.
 - h. **Additional Resources and Documents** that have been identified as relevant to your role(s) at NRFi, some of which are outlined further below.
2. You should receive a **Formal Invitation to Onboard with NRFi**.
 - a. This document serves as an official invitation to begin onboarding for your specific role(s) at NRFi.
 - b. This document describes your proposed role(s) and possible responsibilities at NRFi.
 - c. Please take some time to review this document and discuss any questions you have with your supervisor and/or Dr. Bray, at nourished@nourishedrfi.org.



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- d. If you understand and agree with the role(s) and possible responsibilities we have invited you to begin onboarding for at NRFi, please return a signed copy of this document to your supervisor and Dr. Bray at nourished@nourishedrfi.org.

3. Third, you should receive our **Primary Onboarding Document** that includes our:

- a. Mission Statement.
- b. Motto.
- c. Aims.
- d. Current NRFi Volunteer & Staff Directory
- e. Current NRFi Volunteer & Staff Roles.

As a follow-up to this email, you will receive three to five subsequent emails that are standard to our onboarding process.



III. Onboarding Email II: NRFi Publications

As a follow-up to this email, you will receive another email that includes **NRFi's Publications**. These publications are derived from Dr. Bray's cross-sectional mixed-methods study on Binge Eating Disorder Experts' experiences, perceptions, and opinions on various factors and aspects of binge eating disorder. These three publications are as follows:

1. [Bray et al. \(2022\). Binge Eating Disorder is a Social Justice Issue: A Cross-Sectional Mixed-Methods Study of Binge Eating Disorder Experts' Opinions](#) *J. Environ. Res. Public Health (IJERPH)*, 19:6243. Doi: [10.3390/ijerph19106243](https://doi.org/10.3390/ijerph19106243). **Impact Factor: 3.4.**
2. [Bray et al. \(2022\). Mental Health Aspects of Binge Eating Disorder: A Cross-Sectional Mixed-Methods Study of Binge Eating Disorder Experts' Opinions](#). *Frontiers in Psychiatry - Psychopathology*. Doi: [0.3389/fpsyt.2022.953203](https://doi.org/10.3389/fpsyt.2022.953203). **Impact Factor: 5.5.**
3. [Bray et al. \(2023\). Clinical Aspects of Binge Eating Disorder: A Cross-Sectional Mixed-Methods Study of Binge Eating Disorder Experts' Opinions](#). *Frontiers in Psychiatry – Psychopathology* Doi: <https://doi.org/10.3389/fpsyt.2022.1087165>. **Impact Factor: 5.5.**
4. [Bray et al. \(2024\). Complementary and Integrative Health Intervention Use in Binge Eating Disorder: A Cross-Sectional Mixed-Methods Study of Binge Eating Disorder Experts' Opinions](#). *Int J Nurs Health Care Res* 7:1549. DOI: <https://doi.org/10.29011/2688-9501.101549>. **Impact Factor: 4.6.**

You will also find Dr. Bray's Narrative Review//Commentary on Twelve Step Intervention Use in the Context of Binge Eating Disorder included in this Zip file (cited and linked below).

5. [Bray et al. \(2021\). Overeaters Anonymous: An Overlooked Intervention for Binge Eating Disorder](#). *International Journal of Environmental Research and Public Health (IJERPH)*, 18 (14). Doi: [10.3390/ijerph18147303](https://doi.org/10.3390/ijerph18147303). **Impact Factor: 3.390.**



IV. Onboarding Email III: NRFi Manuscripts

As part of your general onboarding process, you can expect to receive a subsequent follow-up email that includes copies of the **NRFi Manuscripts** that are currently under review or *in prep* and have been identified as potentially relevant to your role(s) at NRFi. along with instructions on which of these manuscripts may pertain (or not pertain) to you.

We have outlined three of these manuscripts below. At a minimum, we ask all NRFi staff and volunteers to review the abstract, headers, sub-headers, and primary figure for the **“Treatment Barriers in Binge Eating Disorder” manuscript (#1 below)**, as these findings are deeply relevant to the mission and aims of NRFi.

1. **Manuscript #1:** Bray, B., Shallcross, A.J., Wiss, D., Sadowski, A., Bray, K., Bray, C., & Zwickey, H. (2024). **Treatment Barriers in Binge Eating Disorder: A Cross-Sectional Mixed-Methods Study of Binge Eating Disorder Experts’ Opinions.** *Frontiers in Psychiatry – Psychopathology*. Impact Factor: 5.5
 - i. This manuscript summarizes barriers to BED detection, diagnosis, treatment-seeking, and treatment access/engagement that BED experts identified in Dr. Bray’s cross-sectional mixed-methods study.
 - ii. This manuscript proposes a 3x3 structural/theoretical model that categorizes the identified barriers as occurring at one of three phases in the process of treatment engagement ((i) detection, (ii) treatment-seeking, and (iii) treatment access and engagement) and as occurring at one of three levels ((i) patients and individuals who experience BED, (ii) healthcare providers, and (iii) systems that influence the environment BED occurs in (e.g., healthcare and public health systems, sociocultural environments, etc.)).

Two additional manuscripts that address treatment barriers in BED are outlined below. These will be included in your NRFi Manuscripts follow-up email. You may be asked to read, review, or even contribute to on one of these – or other – NRFi manuscripts.



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Manuscript #2: Bray, B., Shallcross, A.J., Wiss, D., Sadowski, A., Bray, K., & Zwickey, H. (2024). **Treatment Barriers in Binge Eating Disorder: A Critical Review of Patient, Provider, and Systemic Barriers to Identification, Treatment-Seeking, Access, and Engagement in Adult Binge Eating Disorder.** *International Perspectives on Health Equity*. Impact Factor: 7.0.

- iii. This manuscript provides a narrative review (summary) of barriers to BED detection, identification, diagnosis, treatment-seeking, and treatment access that are identified in the literature.
 - iv. This manuscript uses the 3x3 structural model proposed in the first manuscript (cited above).
 - v. This manuscript is still in prep – there were several sections that were taken out but are now being added back in.
2. **Manuscript #3:** Bray, B., Austin, B. Shallcross, A.J., Sadowski, A., Wiss, D., & Zwickey, H. (2024). **Binge Eating Disorder: Breaking Down Patient-, Provider-, and Public Policy Barriers to Detection, Treatment Access, and Engagement.** *International Perspectives on Health Equity*. **Impact Factor: 7.0**
- i. This manuscript uses the same 3x3 structural model proposed in the first two manuscripts (cited above) to propose solutions to the barriers identified in the first two manuscripts cited above.
 - ii. NOTE: This manuscript is still in preparation and all NRFi volunteers and staff are invited to offer revisions/feedback/contributions if/as they fit (but no pressure).



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V. Additional NRFi Onboarding Emails, Documents, Tools, & Resources

You will likely also receive between 1 – 3 additional follow-up emails that contain additional information and content relevant to your specific role(s) at NRFi.

Examples of additional documents you may receive include:

1. A Zoom invitation for a **weekly standing meeting** with your direct supervisor.
2. **Zoom invitations** for scheduled team/working group meetings, lab meetings, and All-Hands-On-Deck Meetings, as applicable to your role.
3. Information on the [Collaborative Institutional Training Initiative \(CITI\) trainings](#) that are required to add investigators to a new or current NRFi research protocol (thus enabling an investigator to conduct primary research).
4. Copies of current **NRFi research study protocols** that have been submitted, reviewed, and approved by the [Institutional Review Board \(IRB\) at the National University of Natural Medicine's Helfgott Research Institute](#) (NRFi's research affiliate).
5. Copies of **NRFi Protocols, Manuscripts, Grant Applications, and Outreach Initiatives** that are currently in preparation or similar to a protocol, manuscript, grant application, or outreach initiative you may be asked to contribute to.
6. Copies of **NRFi's current Business Strategy**, which may include our current strategies for fundraising and donor relations, marketing and public relations, outreach campaigns, social media guidelines and initiatives, research investigations and goals.
7. Access to NRFi administrative, fundraising, social media and marketing, research, and outreach **tools**, as well as access to any other tools that may support you in your role.



VI. NRFi Suggestions for Reviewing Ancillary Onboarding Documents

As part of our onboarding process, we suggest all NRFi volunteers and staff take some time to review these publications, as they have contributed to- and continue to impact our development and growth at NRFi.

Unless you have been otherwise advised by your supervisor, we do not expect or require that you develop an intimate understanding of the many details in each of these publications. Rather, we suggest the following approach:

1. Take some time to **read or scan the abstract** for each publication (this is the paragraph summary of the publication that typically appears on the publication's cover page or first page, directly after the title, authors, and author affiliations).
2. Read or scan the **headers and sub-headers** within each publication.
3. Read or scan any **pertinent content** in each publication that is of interest to you or relevant to your contributions to NRFi.

While you are of course welcome to review each article to whatever level of depth you prefer, the simple three-step approach outlined here (above) should be sufficient for you to gain a working understanding of our initial publication foundation.

Additionally, for any type of reading, we provide the following 3-pass suggestion for greater content comprehension and retention. When reading virtually any literature:

1. **Read the Title, Table of Contents, Chapter Titles, Headers and Sub-headers**, as well as any terminology or sections that are emphasized in bold, underline, or italics.
2. **Read the content, underlining any areas that raise questions for you** (e.g., content, concepts, terminology, etc. that you are unfamiliar with or don't quickly understand).
3. After reading the literature once through, **re-read the areas you have underlined**. Spend some time seeking to clarify these areas. You may want to use Google, PubMed, or ask a colleague, supervisor, or advisor.



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VII. NRFi Onboarding & Internship Project Assignments

As a standard part of our onboarding process at NRFi, we assign an Onboarding Project to all candidates who begin onboarding for an NRFi Internship or Staff Position.

The **primary purposes of the Onboarding Project** are:

1. Support NRFi Volunteers, Interns, and Staff in their comprehension of NRFi's:
 - a. Mission, Motto, Aims, and Initiatives.
 - b. Research Projects, Findings, Publications, & Manuscripts that both align with and inform out mission, motto, aims, and initiatives.
2. Evaluate the skills and competencies of all NRFi Onboarding Candidates to ensure appropriate fit for the proposed role(s) and responsibilities the candidate is onboarding for.
3. Evaluate each NRFi Onboarding Candidate's comprehension of NRFi's mission, motto, aims, and initiatives, and provide additional support as needed.
4. Create opportunity and space:
 - a. For each NRFi onboarding candidate to express their unique creative potential.
 - b. To celebrate the unique creative expressions of each NRFi onboarding candidate.

Your NRFi Onboarding Project Assignment will be selected by your supervisor and tailored to align with your talents and proposed role(s) at NRFi.

Most NRFi Onboarding Project Assignments involve reviewing the NRFi Onboarding Materials (e.g., NRFi's Mission Statement, Motto, and Aims, Publications, and Manuscripts) and either: a) briefly expressing what these materials mean to you and why, or b) creating an outreach effort that aligns with NRFi's overall mission and aims. This could be an infographic, reel, or social media post that expresses NRFi's missions and aims or highlights one to three pertinent facts identified on NRFi's Research Page. This could be identifying a population or location who could benefit from NRFi outreach initiatives and research (and a proposal of how to reach this population/location). We encourage you to seek an expression that feels authentic to you.

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VIII. Our Invitation for Onboarding: Take Your Time ☺

Unless otherwise discussed with your supervisor, we invite you to take your time in reviewing these materials. We understand that the time and energy you contribute to NRFi is a gift and we are equally grateful for all contributions we receive, big and small. If you have any questions on any of these documents, please do not hesitate to reach out to your supervisor or to me directly.

We are so grateful that you are here, and we hope you are as excited as we are to get started.

THANK YOU!!

In Warmth & Gratitude,

Brenna Bray, PhD
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