



NourishED Research Foundation, Inc. (NRFi)
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NourishED Research Foundation (NRFi)

Onboarding Overview



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I. 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. **A Formal Invitation to Onboard with NRFi** that includes a description of the role and responsibilities you will be begin your onboarding process for.
 - c. **NRFi Handbook** that includes our Mission Statement, Motto, Aims, Expanded bio, Staff Directory, NRFi Department Staff and Activities, as well as bylaws and guidelines. This is the all-encompassing sourcebook for NRFi.
 - 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 Internship 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 (**if applicable**).
 - 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 will 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.



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

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

- a. Mission, Motto, & Aims.
- b. Expanded Bio.
- c. Current NRFi Volunteer & Staff Directory & Roles.
- d. NRFi Fundraising, Research, and Education & Outreach Teams and Activities.
- e. NRFi Board of Directors and Advisory Board Members, Bylaws, and Guidelines.
- f. NRFi Fundraising and Budgeting Goals, Priorities, and Plans.
- g. And much much more!

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



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II. 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 four 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](#). **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](#). **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](#). **Impact Factor: 3.390.**



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III. 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.



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 our **“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, identification and 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 one of these – or other – NRFi manuscripts.



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2. **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.
 - i. 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.
 - ii. This manuscript uses the 3x3 structural model proposed in the first manuscript (cited above).
 - iii. This manuscript is still in prep – there were several sections that were taken out but are now being added back in.

3. **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.



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VI. 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
Founder, Director, CEO, & Principal Investigator
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