**CHHD procedures for specialized invoicing and financial reporting:**

- All awards requiring specialized invoicing, financial reporting or both must be entered and so designated, along with special reporting due dates, in the CHHD funded research database. Additional information about report preparation, content and due dates must be entered and maintained in the CHHD External Invoices Spreadsheet. Database reports are to be run and examined each month. Up-coming reports will be noted and when required due date reminders will be sent to the units responsible for initiating the specialized reports.

- All reports and invoices originating in CHHD departments or centers must be sent to the CHHD Research Office for examination and verification of financial information before being sent to the sponsor.