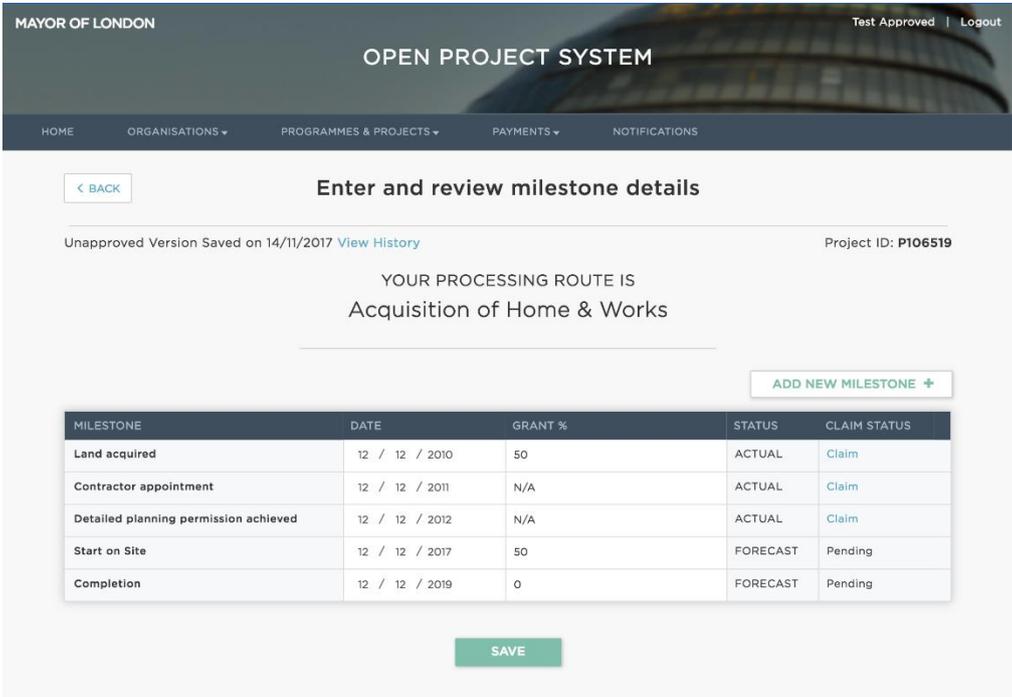# 5

Claiming milestones in OPS

5.1 Claiming milestone payments on GLA-OPS

To claim a payment, go to the Milestones block via the relevant project & click 'Edit'. The project milestones will be listed with the corresponding claim status.

Your milestone status must be actual before you will have the option to claim it.


You can claim the corresponding payment % as shown in the grant % column.

If your project has any approved RCGF/DPF, you can also claim up to the full amount of RCGF/DPF against permissible milestones. Permitted uses of RCGF/DPF can be found in section 6.2.6 of the GLA's Capital Funding Guide.
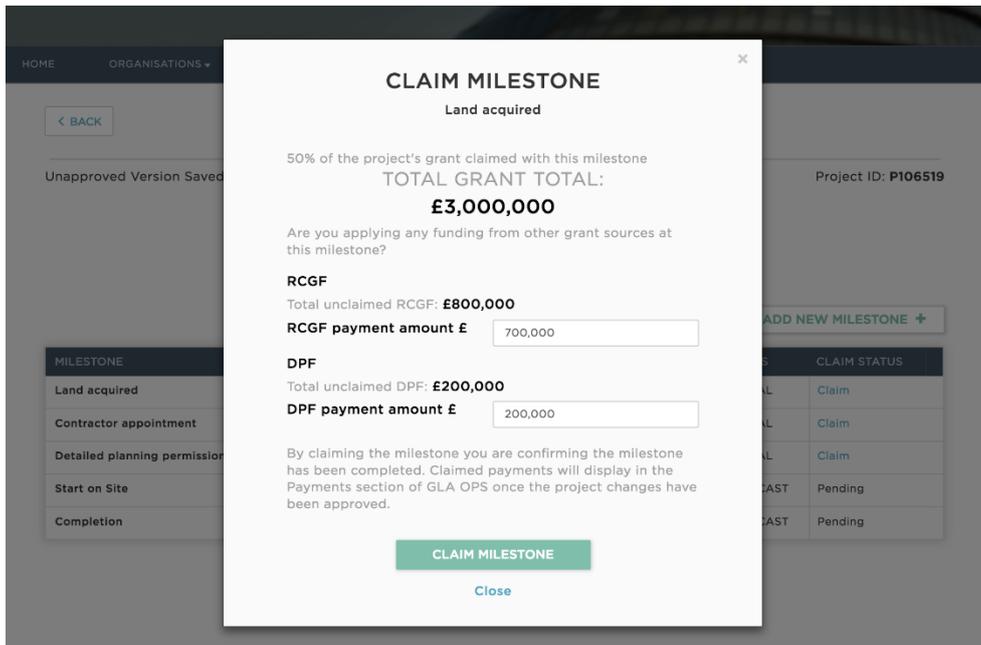
All milestones must be claimed, regardless of whether there is a grant payment associated with it.
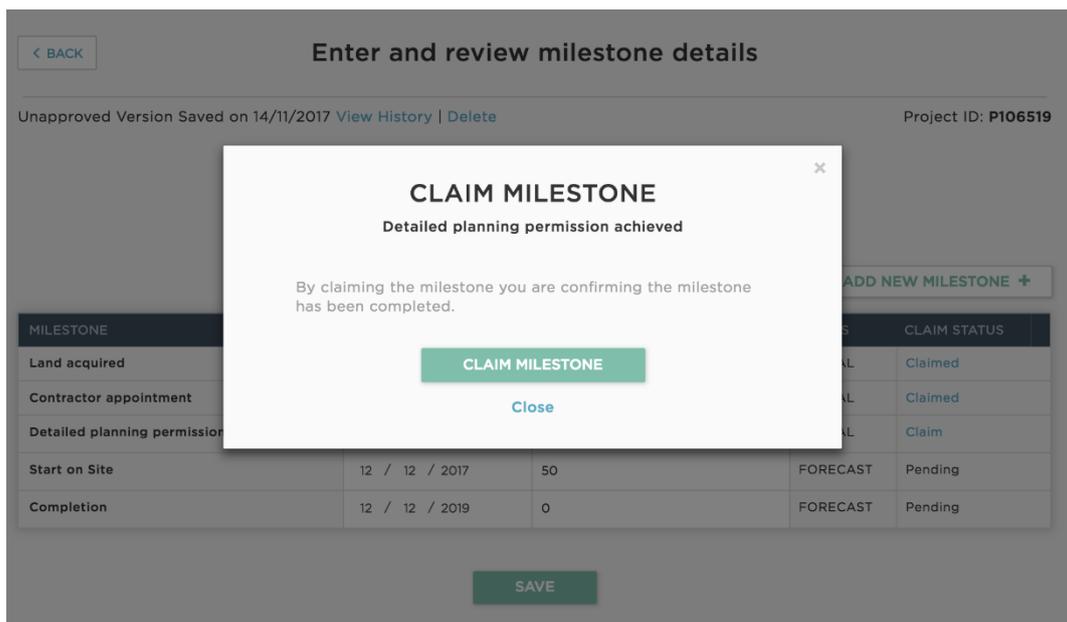

5.2 Request Approval

Once all the applicable milestones have been claimed, click 'Save' on the Milestones block to confirm and return to the project homepage.

Submit the milestone claims (along with any other project amendments) to the GLA by clicking the 'Request Approval' button on the project homepage.

Before you 'request approval' you can cancel a claim if required. If you have already requested approval and wish to amend your claim, you should speak to your GLA contact for the project to be returned to you. You will not be able to cancel or amend a claim once it has been authorised by the GLA.

5.3   Pending Payments

After requesting approval, the GLA have a two stage approval process for payments. Once the first stage has been approved, you will be able to view the pending payments in the 'Payments' screen.
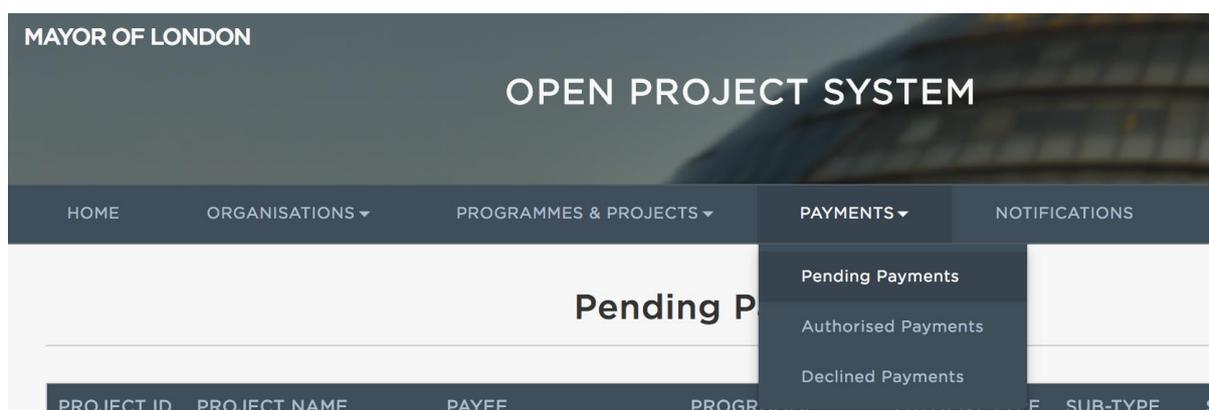
5.4   Authorised Payments

Once your payment has been authorised by the GLA, you will see the project details in this sub menu.

If you have only claimed non-monetary milestones, you will not see anything listed in pending or authorised.