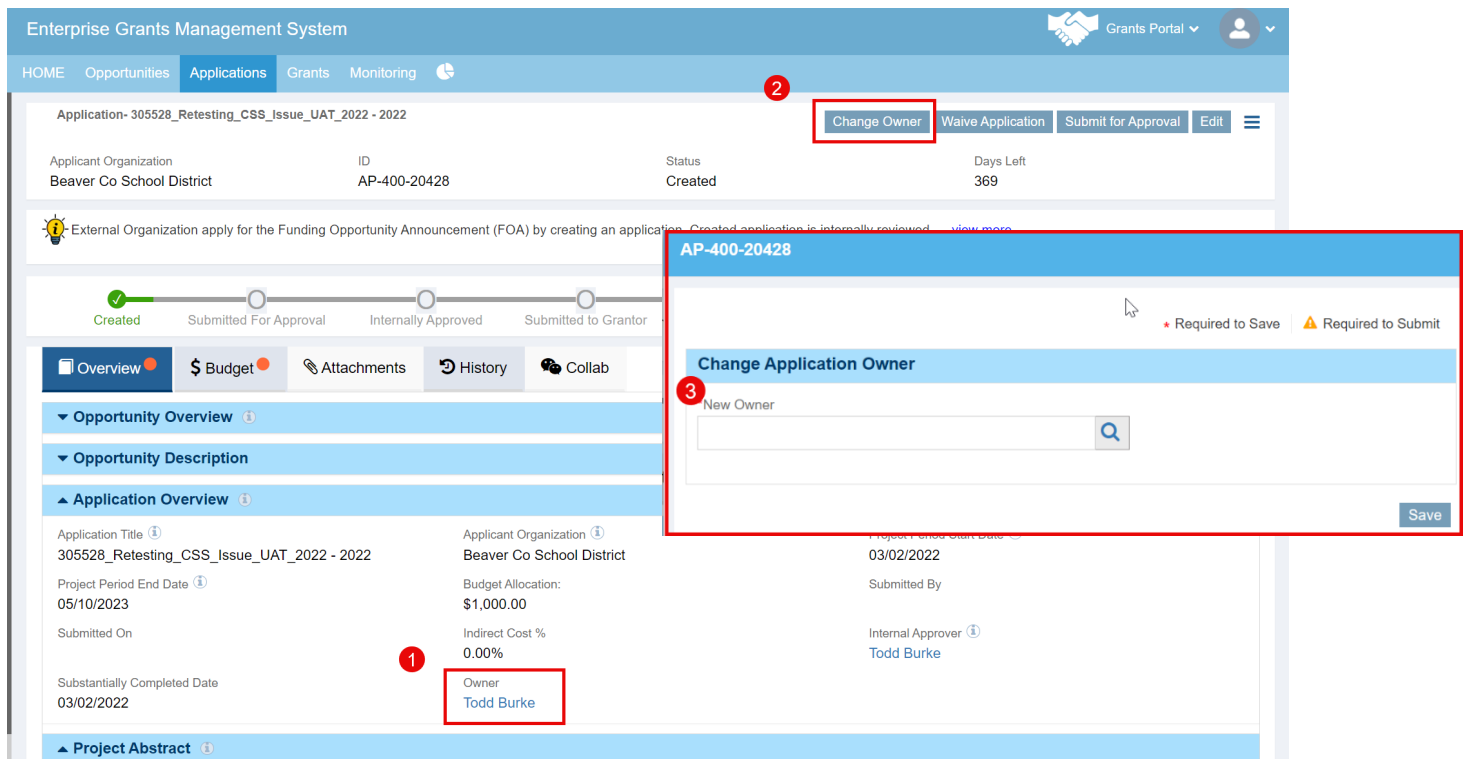


## Change Application Owner

Each application in Utah Grants has an assigned owner. This is the individual responsible for completing the application. Typically, this is the first individual to accept the application pending task. If the assignment needs to be changed, the subrecipient can assign a new application owner. This function is limited to the current owner, the Key Point of Contact, and the Subrecipient Administrator.



The screenshot displays the 'Enterprise Grants Management System' interface. At the top, there is a navigation bar with 'HOME', 'Opportunities', 'Applications', 'Grants', and 'Monitoring'. The 'Applications' tab is active, showing a list of applications. One application, 'Application- 305528\_Retesting\_CSS\_Issue\_UAT\_2022 - 2022', is selected. A 'Change Owner' button is highlighted with a red box and a red circle labeled '2'. Below this, the application details are shown, including 'Applicant Organization: Beaver Co School District', 'ID: AP-400-20428', 'Status: Created', and 'Days Left: 369'. A progress bar indicates the application's status: 'Created' (checked), 'Submitted For Approval', 'Internally Approved', and 'Submitted to Grantor'. The 'Application Overview' tab is selected, showing a table of application details. The 'Owner' field is highlighted with a red box and a red circle labeled '1', showing 'Todd Burke'. A pop-up window titled 'Change Application Owner' is shown, with a search field for 'New Owner' and a 'Save' button. The pop-up window is highlighted with a red box and a red circle labeled '3'. The pop-up window also displays 'AP-400-20428' and 'Required to Save' and 'Required to Submit' warnings.

1. The application owner is shown on the Application Overview Tab.  
Note: If the owner shown is "Subqueue," the application is available for ownership by all active users from Application > Pending Tasks.
2. The current application owner, the Key Point of Contact or the Subrecipient Administrator will see a "Change Owner" button.  
Note: the change owner button is only available before the application submission or while being revised by the subrecipient.
3. A pop-up window will appear. User is able to select the new owner and save.

Note: The application pending task will be transferred to the new owner and will remain open until the application is submitted.