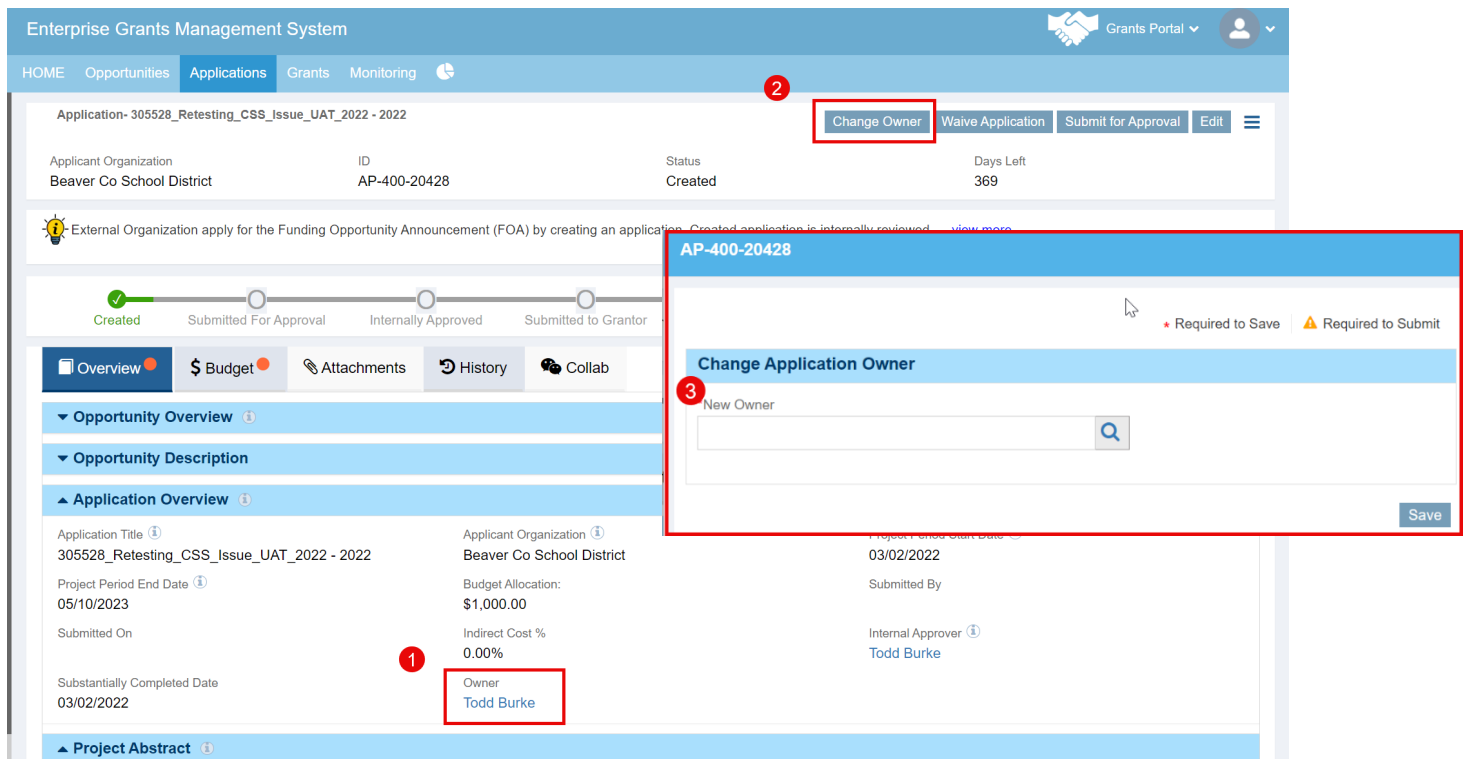# Change Application Owner

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.

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.