

APPLICANT GUIDANCE

Transferring application ownership

Version 1.0

This guidance provides an overview of the steps necessary to move the "ownership" of an application from one user account to another. This can be helpful if the lead partner organisation experiences change of staff during the application or implementation phase.

NOTE: This guidance is only relevant for the project owner, and the person to which you want to make the transfer must be listed as "Project manager" for the application in question.

STEP 1

When viewing your application in the Online Monitoring System, you have the button "Access" in the upper right part of the system window.

Click the button "Access" to proceed to next step.

A.1 Identification	
Call	Call 2C (FA)
A.1.1 Project title	Full Demo Application1
A.1.2 Project acronym	FDA!
A.1.3 Lead Partner	FDA! Denmark LB
A.1.4 Start Date	04/03/2015
A.1.4 End Date	16/02/2024

STEP 2

When in the access overview you can in the upper part of the system window see the section "Project Owner". In this section you find the button "Transfer Ownership". To initiate the process click the button.

Project Access

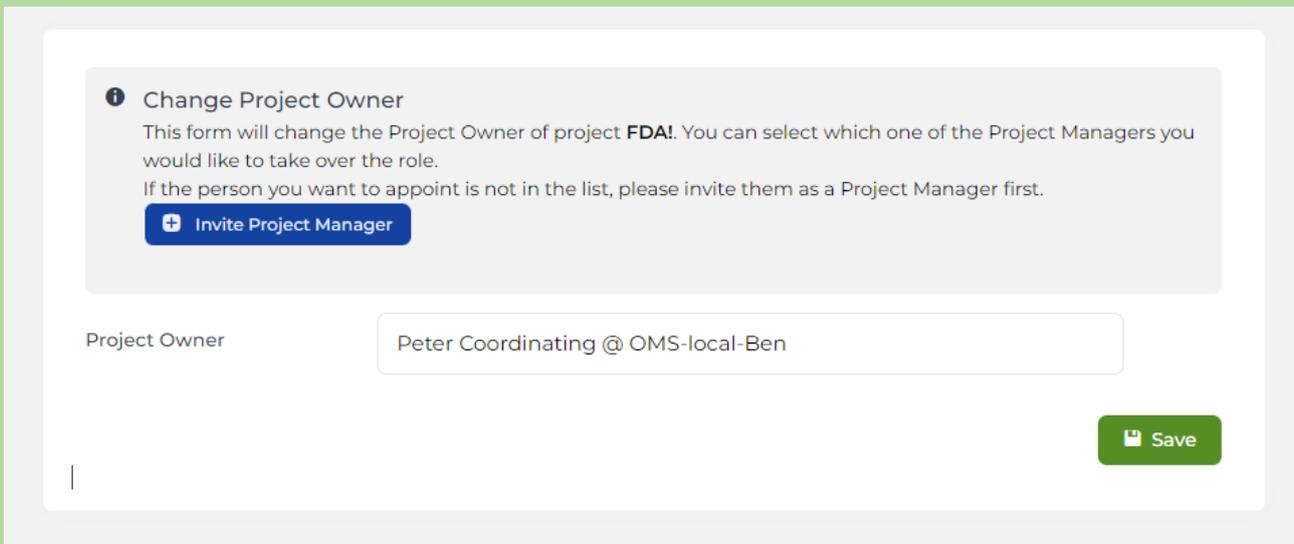
Search Name or organisation Return to the application

Project Owner
Peter Coordinating
OMS-local-Ben
Transfer Ownership

STEP 3

When you have clicked on the button "Transfer Ownership" you will see the picture below. Click on your name next to "Project owner" and from the drop-down list choose the Project manager to which you want to transfer the ownership.

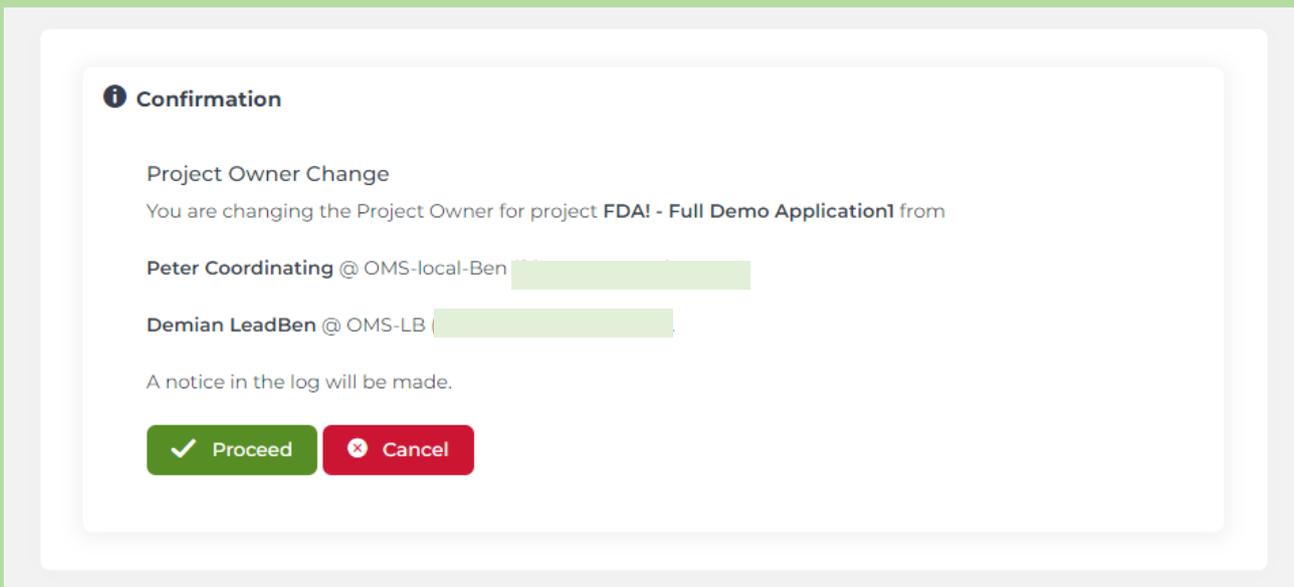
Click the button "Save" to apply the change.



The screenshot shows a form titled "Change Project Owner". It includes an information icon and text explaining that the form will change the Project Owner of project "FDA!". It also provides instructions on how to select a Project Manager and how to invite a new one. Below the text is a blue button labeled "Invite Project Manager". The form has a label "Project Owner" and a text input field containing "Peter Coordinating @ OMS-local-Ben". A green "Save" button is located at the bottom right of the form.

STEP 4

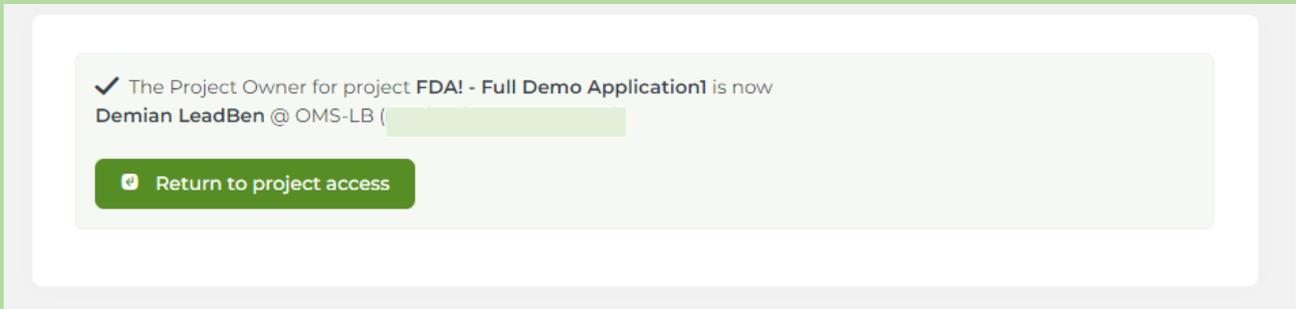
Next, you are asked to confirm the change to the project owner. Click the button "Proceed" to confirm the change.



The screenshot shows a confirmation dialog box titled "Confirmation". It contains the text "Project Owner Change" and "You are changing the Project Owner for project FDA! - Full Demo Application1 from". Below this, it lists two names: "Peter Coordinating @ OMS-local-Ben" and "Demian LeadBen @ OMS-LB", each followed by a green rectangular redaction box. A note states "A notice in the log will be made." At the bottom, there are two buttons: a green "Proceed" button with a checkmark icon and a red "Cancel" button with an 'X' icon.

STEP 5

The procedure is now final, and the name of the new owner is displayed.



Questions or comments?

Get in touch! Feel free to contact one of our project advisors. Find contact details for our staff at [interregnorthsea.eu](https://www.interregnorthsea.eu).

