

## Grantor - Transfer Ownership Before Award Accepted

Grants Management Guide - State of Indiana

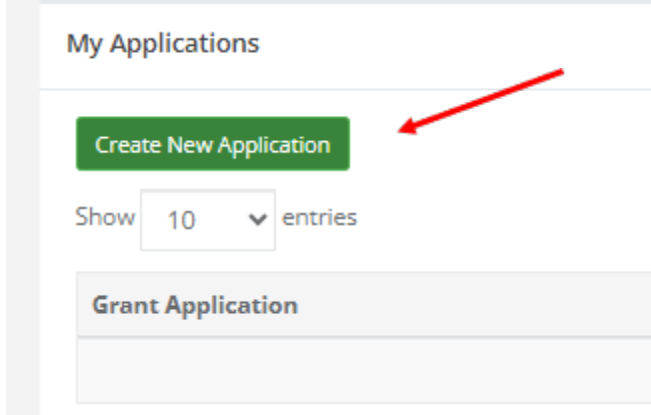
Version 1 (October 2025)

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1. Update Application Submission Date (If needed)
  - a. Log into EUNA Grants Network and go to your solicitation
    1. Edit your solicitation and modify the application end date with the date that you and the new user agree upon.
2. Send new portal user the link to the solicitation.
3. New Portal User – Create an Application Profile in the EUNA Portal
  - a. Click on the solicitation link and then click the Apply button.



- b. This will take you to the EUNA Portal.
- c. Log in and click on the Create New Application button

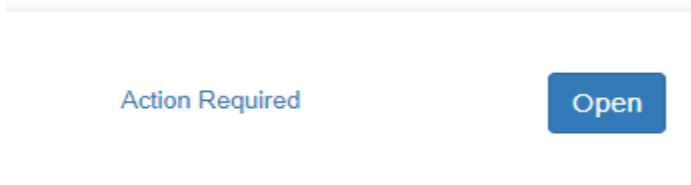


- d. You will be taken to a screen where you need to sign in to have access to the application. Choose Portal Login and sign in using your EUNA Portal credentials.

### Sign In

Log in with your **credentials again to access your application's account**

- e. Click the Open button to fill out the application profile.



- f. Once the Application Profile is complete, notify Agency contact
    1. Do not open the Application form.
4. Agency – Update application end date (If needed)
    - a. Log in to EUNA Grants and update the Application End Date so no one else will be able to apply.

5. Agency – Transfer ownership to new user
  - a. Log in to Zengine and click on the Application record that you need to transfer to the new user
  - b. Update the Profile field with the new user's profile and click Save at the bottom of the page
  - c. Notify new user to log in to the EUNA Portal and proceed with accepting the award or completing the application.
    1. The award will be in the My Award section of his Portal account.