



JITS funding guide

JITS Network Secretariat

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Version 3

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I. Background

1. Eurojust is the only EU body providing specific financial support to JITs activities. The basis of this grant programme can be found in Article 9f of the Eurojust Decision,¹ which:
 - ✓ Enables Eurojust National Members to participate in JITs involving their Member State;
 - ✓ Subjects EU funding to a JIT to the invitation of concerned National Members² to participate in its activities.
2. The objective of this guide is to:
 - ✓ Present the main terms and conditions applicable to Eurojust's JITs funding;
 - ✓ Provide practical advice to judicial and law enforcement authorities for them to make efficient and effective use of this funding programme.
3. Should you need more information, please consult Eurojust's website (section 'JITs funding') or email jits@eurojust.europa.eu.

II. Scope and conditions

4. Through this funding, Eurojust intends to promote the setting-up of JITs by reducing the impact on national budgets of costs incurred due to the transnational dimension of the case.
5. Funded actions are:
 - ✓ meetings of the JIT, participation in investigative measures carried out on the territory of another State,
 - ✓ interpretation during activities of the JIT, including during investigative measures, and translation of evidentiary material, procedural, or case-related documents, and
 - ✓ cross-border transfer of seized items, evidentiary material, procedural, or case-related documents.
6. Types of costs covered in relation to these actions are detailed in sub-sections below and can be reimbursed within the overall limit of **EUR 50 000 per application**.
7. To benefit from funding, **Eurojust National Members of the Member States involved shall have been invited to participate in the JIT**. The fulfilment of this requirement is certified by checking the corresponding box in the application form. Ideally, this invitation should be

¹ Council Decision 2002/187/JHA on Eurojust, as amended by Council Decision 2009/426/JHA.

² In accordance with the Eurojust Decision, National Members, their Deputies and Assistants are entitled to participate in JITs. Therefore, any reference made in this document to Eurojust National Members should be understood as also covering their Deputies and Assistants.

included in specific documentation (such as the relevant annexes of the JIT agreement, clauses in the agreement itself, or included in the information supplied to Eurojust in accordance with Article 13.5 of the Eurojust Decision...).

8. Eurojust can reimburse **costs incurred by Member States and by non-EU States** parties to or participants in the JIT.

Applications by JITs involving non-EU states

- At least one Member State should be involved in the JIT, which is the Member State submitting the application on behalf of the JIT.
- The National Members of the Member States involved should have been invited to participate in the JIT

9. Funding can benefit only an **already established JIT**. Costs must be incurred **during the lifetime of the JIT or, by way of exception, after its closure**.

Translation of evidence collected prior to the JIT being set up

In relation to translation costs, the date taken into consideration is the date of the translation, not the date of collection of the evidence. Therefore, translation costs of evidence collected before the setting up of the JIT can be reimbursed, provided that the translation is performed after the JIT is established and during the relevant action period

Costs incurred after the JIT closure

In this case, funding can be obtained in two situations:

- costs are linked to the evaluation of the JITs;
- costs are incurred in subsequent investigative or judicial procedures in which the result of the JIT is used. It is required to justify in the application (box 2.7) why the costs are related to JITs activities: costs of a follow-up meeting organised to examine the evidence collected by the JIT, translation costs of evidence collected by the team, translation of a verdict passed in one of the States involved that is necessary for the investigation or the prosecution of the case in another of the States involved.

10. Costs must be **related to participation in cross-border operations of the JIT**, which include:

- ✓ activities of JIT members
- ✓ activities of other public authorities or third parties mandated by them to participate in JIT cross-border operations (such as officers involved temporarily in a JIT without being JIT members, interpreters, experts...). Costs linked to witnesses' or victims' participation in the proceedings, for example, are not covered. At reimbursement stage, the JIT leader is

requested to confirm that costs were incurred exclusively in relation to cross-border operations of the JIT; in addition, details on the specific situation could be included in the report on funded actions to be provided when claiming reimbursement.

Costs of EU agencies' representatives

- Participants in a JIT are not eligible for reimbursement if they are participants from EU bodies/agencies (e.g. Eurojust, Europol) or OLAF.
- Attendance at Europol meetings cannot be covered via Eurojust's JITs funding

Additional participants at Eurojust's coordination meetings

The specific setting of a JIT may sometimes justify more than two representatives per State involved attending coordination meetings organised at Eurojust.* The travel and accommodation costs of these additional participants may be covered via JITS funding; however:

- it is recommended to include in the application specific justification on the need for additional persons to attend;
- specific JIT funding rules will apply to the reimbursement of the costs, particularly (see below): unit costs for travel and accommodation, co-financing principle, reimbursement only to institutions, not to individuals.

(*) Eurojust rules for coordination meetings foresee the possibility to cover the costs of two persons for each State involved

II.1. Travel and accommodation

11. Cross-border transport costs by **plane, train, bus, boat or (duty or rented) car** can be reimbursed. Domestic transport (e.g. costs for renting a car in the destination State) shall not be covered. Travel to destinations other than the States involved in the JIT can be covered but an explanation of the relevance of the trip for the JIT should be provided in the application or at the latest at the reimbursement stage.
12. Either **hotel or rented accommodation** is possible, provided that the most cost-effective option is chosen. Domestic accommodation costs (e.g. accommodation costs incurred by persons participating in JIT activities within their own State) may only be reimbursed if related to an activity with the actual participation of the other participating States(s).
13. Travel and accommodation costs are reimbursed on the basis of the following **fixed rates** ('unit costs', automatically calculated in the application form and in the reimbursement claim and reporting form).

Nature of travel/accommodation (*)	Applicable unit costs
Return flight within EU	EUR 280 per person
Return flight to and from non-EU States	EUR 340 per person
Return flight to and from overseas States/territories	EUR 880 per person
Return trip by car (**) (EU/non-EU)	EUR 180 per vehicle
Return trip by train/bus (EU/non-EU)	EUR 230 per person
Return trip by boat (EU/non-EU)	EUR 80 per person
Accommodation (EU/non-EU)	Country-specific rate, according to the list published on Eurojust's website – JITs funding document library – Section 'unit costs and ceilings'.
<p>(*) For the purposes of applying travel unit costs, the point of departure and final destination will be taken into account.</p> <p>(**) For the purposes of calculating this unit cost, one car shall be deemed to carry up to three passengers. As such, the unit cost of EUR 180 will be reimbursed on the basis of multiples of three passengers (with four to six passengers being reimbursed EUR 360 and so on).</p>	

In the event of travel with multiple means of transport, only one unit cost per person (the highest of the rates applicable in the given case) shall be applied by Eurojust.

II.2. Interpretation and translation

14. Interpretation and translation costs – including travel and other associated costs for interpreters and translators - shall be reimbursed on the basis of **actual costs**.
15. Interpretation both during investigative measures and operational meetings can be covered. Translation costs of evidence, procedural and other case-related documents can be reimbursed.

II.3. Transport of items

16. **Transport of procedural documents and evidence** (e.g. on the basis of a transfer of proceedings between JIT parties) or of **items seized** during JIT operations can be covered.

17. The communication of a quote from a carrier or a copy of a framework contract is required at application stage. Reimbursement is based on actual costs.

II.4. Logistical support - Loan of equipment

18. Eurojust lends the **following equipment** to JITs for the entire duration of the JIT, including possible extensions:

- ✓ Laptops with secure connections
- ✓ Secure mobile telephones
- ✓ Mobile document scanners
- ✓ Mobile printers

19. The loan includes the payment of all line/connection charges without the need for a separate application.

III. How to submit an application

III.1. Planning

20. The legal framework of EU grants is applicable to JITs funding. For this reason, funding is provided through **calls for proposals** (eight per year, i.e. approximately one call every 45 calendar days), for actions planned during a given timeframe – the **“action period” - of three months** (starting either on the first or the fifteenth day of the month). The standard timeline of a call for proposals is summarised in the chart below.

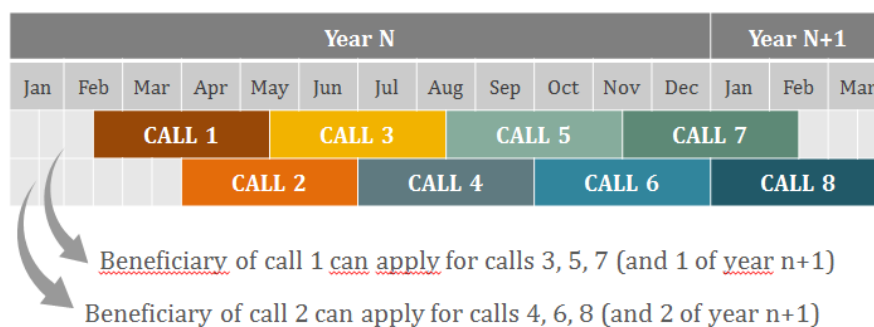
Timeline



21. Several applications can be submitted by the same JIT in different calls. However, to avoid the same action being financed twice by the EU budget, a **JIT that received funding within the framework of a call for proposals cannot apply for funding in the call for proposals that immediately follows.**

‘Rolling’ action periods

To avoid overlapping actions, a JIT receiving funding cannot apply for the next (adjacent) call for proposals



Exceptional eligibility of consecutive applications

To secure support in relation to urgent actions arising from recent developments in the investigation, applications submitted by the same JIT in two consecutive calls are admitted, provided that :

- the second application relates to exceptional urgent actions that do not overlap with the already awarded actions ; and
- the actions could not have been anticipated in the framework of the previous application

22. This planning allows operational needs to be covered throughout the JIT's lifetime. The complete annual planning for JITs funding is published at the beginning of each year on Eurojust's website (section JITs funding – [planning](#)).

III.2. Procedure

23. Applications should be filled in and submitted via the JITs Portal. An account can be created at any time at the following webpage: <https://jit.eurojust.europa.eu>
24. Each application shall detail the financial needs of all States involved in the JIT, not of each partner individually. Therefore, within the framework of one given call for proposals, only one application can be submitted per JIT.
25. Applications must be submitted via the Portal at the latest on the last day of the period indicated in each call for proposals. An automated confirmation of submission will be sent from the Portal, followed by an acknowledgement of receipt sent by the JITs Network Secretariat, this allowing the confirmation of the effective submission of the application.
26. In the event of technical difficulties, please contact jits@eurojust.europa.eu.

Important note :

As explained above, in 2018, Eurojust will be implementing online submission of JITs funding applications using a dedicated tool, the JITs Portal.

National authorities which have already received financial assistance or which are considering submitting an application are encouraged to register by accessing the JITs Portal as of 8 January 2018. To facilitate the transition for practitioners, Eurojust will, however, still accept PDF [applications](#) until call 5 of 2018 (for more details, see [calendar 2018](#)). As of call 6, however, only applications submitted via the Portal will be accepted.

27. The following documents must be attached to the application:
- ✓ copy of the signed JIT agreement (edited to exclude any identifying data), including possible extensions (unless a copy of the signed JIT agreement and an extension covering

the action period of the call for proposals have already been provided for in a previous application);

- ✓ A completed [Financial identification form](#) of a public institution of a State involved in the JIT (unless the application identifies at least one bank account of a public institution of a State involved in the JIT that is already known and acknowledged by Eurojust³).

Application submitted after the closure of the JIT

If the JIT has already expired and funding is sought for the purposes of its evaluation or in relation to investigative or judicial procedures derived directly from the JIT in which its result is to be used, a copy of the last extension available before the closure of the JIT shall be provided.

III.3. Practical tips

- **Anticipate** funding arrangements when discussing (or at the latest when signing) the JIT, for instance by appointing one of the partners/members to submit applications on behalf of the team (on the basis of information supplied by all JIT partners).
- **Provide sufficient details**, since your application will be evaluated by persons who are not involved in the case at Eurojust level. In the event of repeat applications, do not assume that the background of the case is already known, since the evaluators may be different and make their assessment only on the basis of the application they are evaluating.
- **Outline the complexity of the case** (particularly in Section 2.7 of the form), by providing information on:
 - ✓ the *modus operandi* used by perpetrators
 - ✓ the connections of the investigation in the States involved
 - ✓ the complexity of the case, e.g. number of suspects/victims possibly involved, number and difficulty of investigative measures to be carried out by the team, number or value of assets to be recovered, importance of financial or other damages resulting from the offences
- **Describe the actions foreseen** (particularly in Section 2.7 of the form), their objectives and importance for the progress or conclusion of the investigations. In the event of repeat applications, it is expected that the applicant will briefly indicate the progress already achieved (including the extent to which previous funding helped such progress) and next operational steps (including how renewed financial support would contribute to fulfilling these new objectives).
- **Justify the estimates**, particularly the relation between the cost estimates and the actions described and **avoid overestimates** (since the execution rate of previous grants is taken into account in case of a new application).

³ Should the communicated bank account prove not to be already known and acknowledged by Eurojust in accordance with the applicable financial rules, the applicant will be requested to provide a completed Financial Identification Form for this account within a set deadline. In such case, award of a grant will only be made after this condition is fulfilled.

- **Do not provide** case-related personal data.
- If possible, **involve finance units/departments at national level** to ensure a smooth follow-up to the application and a swift subsequent reimbursement.

IV. How to use the awarded funds

IV.1. Informing applicants

28. Each JIT is informed of the results of its application (award or rejection decision) within approximately **15 days** of the deadline for submission of applications. The 'action period' - during which operational activities must be carried out - begins in the following days.
29. When the grant foresees **the loan of equipment**, the contact person indicated in the application shall receive from the JITs Network Secretariat the documents necessary for the configuration (IT equipment request, which includes terms and conditions of use) and shipping of equipment (also covered by Eurojust). If these documents are not submitted within one month, the equipment will no longer be reserved.
30. Upon expiration of the JIT, if national authorities wish to use the equipment for a longer period, they must submit a copy of the extension of the JIT agreement. The same equipment will be loaned for the duration of the extension of the JIT.

Urgent need for equipment

Should the JIT have urgent need to receive the equipment (e.g. upcoming operations) it is recommended to swiftly send back the necessary forms and to indicate the urgency.

IV.2. Implementation of the actions

31. Awarded funds may be used exclusively in relation to activities foreseen in the application. In the event of adjustments needed - for operational reasons - to the modalities of execution of the planned actions, it is required to provide information/justification in the Report on Funded Actions at the reimbursement stage.
32. **Actions shall be carried out during the relevant three-month action period.** Should these actions be postponed after the expiration of the action period, a new application that includes the postponed actions and the related costs must be submitted during the next call for proposals.

Implementation of funded actions – Deviations from initial planning

Subject to operational justification, exceptions may be granted in relation to:

- costs incurred outside the eligibility period;
- minor changes in the modalities of execution of planned activities;
- costs incurred in relation to unpredictable developments of the investigation during the action period.

However, such minor exceptions may be granted only upon the following conditions:

- the overall scope of the award has not been changed;
- the reimbursement still serves the same purpose as the one for which the grant had been awarded;
- the additional or alternative actions, related to unpredictable development of the investigation, serve the same purpose as the planned activities.

Examples:

1. A JIT has received a grant for interpretation and translation costs, to be used between 16 February and 15 May, for the actions indicated in the application. The concerned JIT has not received any grant in the call covering the immediately following action period (15/05 to 15/08). At reimbursement stage, national authorities justify that – due to some delay in the investigation and, accordingly, in the gathering of evidence – the translator performed his/her activities between 1 April and 1 June. Eurojust can exceptionally reimburse translation costs within the overall limit of the awarded amount, including the portion of the costs incurred outside the eligibility period.

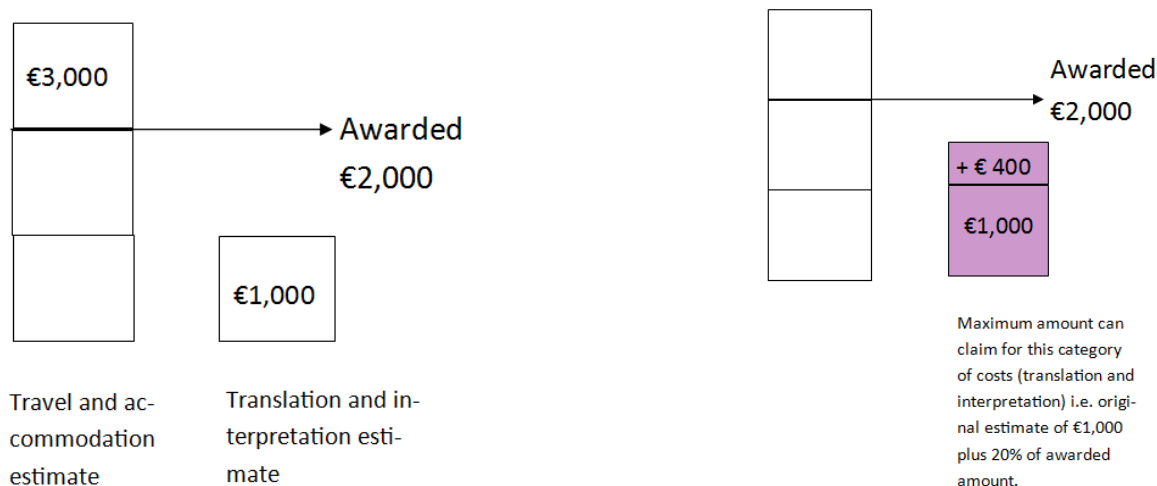
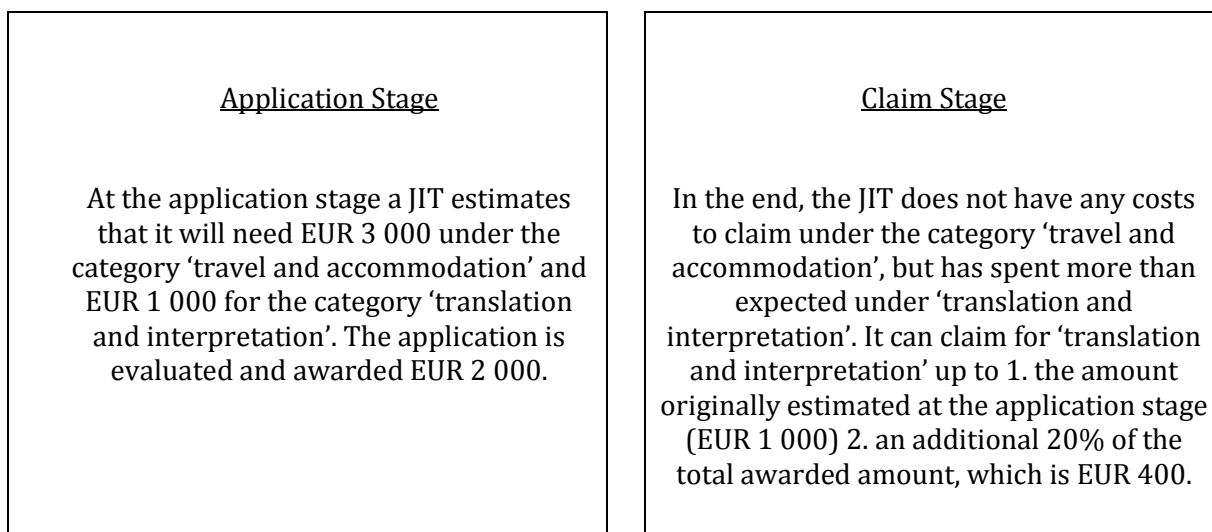
2. A JIT has received a grant for travel and accommodation costs. The actions described in the applications specifically include planned travel to Member State A to interview a victim. At reimbursement stage, national authorities justify that the victim was eventually interviewed in Member State B, where she had moved meanwhile. Eurojust can exceptionally reimburse travel and accommodation costs of JIT members to Member State B, though it was not, as such, planned in the application.

3. A JIT has received a grant for travel and accommodation costs. The actions described in the applications specifically refer to a planned travel to Member State C – which is not a member of the JIT – to assist in the execution of a letter of request. At reimbursement stage, national authorities claim costs in relation to the planned travel, but also in relation to additional travel in third State D. They explain that the connection of their investigation with third State D was identified and explained in their application. They also indicate that this trip had the same purpose as the planned one and was urgently needed following the analysis of evidence obtained during the travel to Member State C. Eurojust can exceptionally reimburse travel and accommodation costs to third State D.

33. In principle, awarded funds should be used within the limits of the estimates initially provided. However, some flexibility is offered: firstly, based on operational needs and priorities, awarded funds can be allocated to any of the direct costs indicated in the application

within one cost category⁴ without exceeding the total amount initially requested for the concerned cost category; secondly, transfers between cost categories are permitted within a limit of 20% of the total amount awarded. A practical example is displayed below.

FLEXIBILITY VIS-À-VIS INITIAL ESTIMATES



⁴ The cost categories are as displayed above: 1. Travel and accommodation costs, 2. Interpretation and translation costs, 3. Transport costs for items.

V. How to get reimbursed?

V.1. Submission of claims

34. After the expiration of the action period, each partner has one month to submit its Reimbursement Claim and Reporting form (available on Eurojust's website - [Reimbursement procedure](#)) to jits@eurojust.europa.eu accompanied by supporting documents and a completed [Financial Identification Form](#) (for claiming institutions that have not provided such document at the time of submission of the application). The supporting documents should be in the form of a single PDF file, in the order that the related cost appears in the Reimbursement Claim form. To facilitate the reimbursement, including on the (scanned) supporting documents the reference number of each cost item as it appears in the Reimbursement Claim form is recommended (e.g. for travel and accommodation costs: A1, A2, etc. and for translation, interpretation and transport of items: B1, B2, etc.).
35. The claim shall include a Report on Funded Actions – a brief description of operational actions carried out in relation to the cost items included in the claim (purpose, location, duration, number of travellers, etc.). In case of deviation from the actions foreseen in the application, the (operational) reasons for such deviation should be included.
36. No reimbursement will be made if the request for reimbursement arrives after the deadline or the clarification or additional information required is not provided within the set deadline.

V.2. Conditions of reimbursement

37. Eurojust only reimburses **costs incurred by legal persons**; advance payments cannot be made by JIT members themselves, but by their institution/agency.
38. **Each partner and agency** may submit a separate claim.
39. In the event of multiple claims exceeding the amount awarded, Eurojust invites the partners to agree on a split of costs between them (pro rata adjustment is proposed by Eurojust, but JIT partners can have a different arrangement).
40. Once all requests and required supporting documents have been received, reimbursement shall be made within a **maximum of 60 days**.
41. In accordance with the **co-financing principle**, Eurojust will reimburse 95% of the total eligible costs, which means that the amount stipulated in the Award Decision will be reimbursed fully only in the event that this amount constitutes less than or equal to 95% of the total eligible costs. An amount of at least 5% of the total eligible costs shall be borne by the national authorities of the Member States.
42. **VAT** cannot be reimbursed.

How to speed up the reimbursement process

Since actual reimbursement may depend on the claims submitted by the other parties, JIT partners should coordinate to ensure that all claims are submitted in due time and that any arrangement concerning the split of reimbursements is anticipated.

V.3. Supporting documents

V.3.1. Travel and accommodation costs

43. The following documents shall be provided:

- ✓ any set of documents allowing confirmation of the implementation of the actions and the following details: location of the action, means of transport, duration and number of participants.

44. To simplify the process, the following documents typically provide such confirmation:

Type of cost	Documents (<u>for each person travelling</u>)
Travel by flight and accommodation costs related to the same action	Booking confirmation or invoice for the flight
Travel by train, bus or boat and accommodation costs related to the same action	Tickets or invoice for the train/bus/boat
Travel by car and accommodation costs related to the same action	Invoice for the accommodation

Note: the list of supporting documents displayed in this table should not be seen as exhaustive. If the documents listed cannot be provided in a given case, other supporting documents are admissible, provided they meet the criteria referred to above.

V.3.2. Interpretation and translation costs

45. The following documents shall be provided:

- ✓ the invoices of the contractor, including, particularly, the amount, start and end dates of the actual service provided, the source and target language(s), the number of words/hours/pages, the rate (per word, hour, page) and the VAT, if applicable.

V.3.3. Transport of evidence/items

46. The following documents shall be provided:

- ✓ the invoices of the contractor, including, particularly, the amount, start and end dates of the actual service provided, a description of the transferred items and the amount of VAT, if applicable.

V.3.4. General rule

47. For each cost, complete supporting documents - including proof of payment (through bank account or cash) shall be kept and made available for possible checks and audits for three years following reimbursement. For example, proof of payment will be required by Eurojust if handwritten invoices are submitted as supporting documents.

VI. Checklists

VI.1. Submission of the application

- ☒ **ENSURE** that Eurojust National Members are invited to participate
- ☒ **ANTICIPATE** next relevant call **and** rolling action periods
- ☒ **PLAN** activities and related costs within set timeframe
- ☒ **KEEP IN MIND** the EUR 50 000 cost cap & [travel/accommodation fixed rates](#)
- ☒ **CREATE** (or log into) your [JITs Portal account](#)
- ☒ **FILL IN** the online application form
- ☒ **CHECK** attachments (JIT agreement + extensions, [Financial Identification Form](#) and supporting document for transfer of items if costs requested)
- ☒ **SUBMIT & SAVE** a copy of your online application.

VI.2. Implementation of the actions

- ☒ **PROVIDE** completed equipment forms and related documentation (when provided) to speed up delivery
- ☒ **ENSURE** that funded activities are carried out in accordance with the terms of the application and subsequent award.
- ☒ **COLLECT** supporting documents and monitor payments in anticipation of the reimbursement phase

VI.3. Reimbursement of costs

☑ **COMPLETE** the reimbursement form

☑ **INCLUDE** a brief description of operational actions carried out (purpose, location, duration, number of travellers, etc...). In the event of deviation from the actions foreseen in the application, explain the (operational) reasons for such deviation.

☑ **ATTACH** supporting documents (to be included in one PDF file)

☑ **SUBMIT** claim and supporting documents to jits@eurojust.europa.eu no later than one month after the relevant action period is closed

☑ **LIAISE** with other JIT partners:

- ✓ to ensure submission of all claims related to the same award
- ✓ to ensure proper reimbursement to each claimant

☑ **PROCEED** with the evaluation of the JIT when it is closed or about to be closed. Detailed information on the evaluation process can be found in the [relevant section](#) of the Eurojust website.

Annex I - Application Form's questions: working translations for applicants for JITS Funding

1.1. Omissis

1.2. Can you confirm that Eurojust National Members, Deputies or Assistants of all the Member States involved have been invited to participate in the JIT?

If you select 'NO' : Please be aware that National Members, their Deputies or their Assistants, shall be invited to participate in any joint investigation team involving their Member State and for which Eurojust funding is provided. Financial support is subject to such invitation.

1.3. Eurojust Reference Number of the case, if applicable

1.4. Please nominate a contact person and provide his/her contact details for all matters relating to this JIT and future financing:

1.5. Please insert name(s), position and contact details of the JIT Team Leader(s) from each country involved, or, if there is only one JIT Team Leader, the highest-ranking member from each country involved

1.6. Omissis

1.7. Is the JIT still in force?

If you select 'NO' please provide a reply to the following: On what date has the JIT Agreement expired?

Please be aware that after the closure of the JIT, Eurojust can provide financial support in relation to costs incurred:

- in subsequent investigative or judicial procedures in which the result of the JIT is used, or
- during the evaluation of the JIT.

Eligible costs shall always be linked to the cross-border nature of the JIT. In no circumstances shall the JITs funding scheme be used to cover costs incurred in exclusively national proceedings. Please insert specific justification in this respect in box 2.7.

1.8. Which National law enforcement and judicial authorities/agencies are involved in the JIT?

Please indicate the complete IBAN number of the bank account of each authority/agency listed above to be used for reimbursement purposes

1.9. Please specify the purpose and aim of the JIT, as indicated in the JIT agreement

1.10. Please specify the crime type(s) being investigated by the JIT

1.11. Has funding for this JIT previously been obtained or applied for from Eurojust?

1.12. Please indicate if you have any:

- Grant applications submitted under other grant procedures to EU institutions or other agencies for the same JIT

If you select 'YES' please provide a reply to the following:

Please indicate whether the funding was requested from the European Commission or other EU institutions/agencies

If you select 'The European Commission'

Please provide the following details:

Actions concerned

Costs covered

Amount(s) provided

If you select 'Other EU institutions/agencies'

Please specify (which EU institution/agency) :

Please provide the following details:

Actions concerned

Costs covered

Amount(s) provided

- Grants awarded under other grant procedures by EU institutions or other agencies for the same JIT

If you select 'YES' please provide a reply to the following:

Please indicate whether the funding was requested from the European Commission or other EU institutions/agencies

If you select 'The European Commission'

Please provide the following details:

Actions supported

Costs covered

Amount(s) provided

If you select 'Other EU institutions/agencies'

Please specify (which EU institution/agency)

Please provide the following details

Actions supported

Costs covered

Amount(s) provided

Please note that you shall immediately inform Eurojust of any multiple applications and multiple grants relating to the same action. In no circumstances shall the same costs be financed twice by the EU budget.

2.1. If the JIT has already received funding, please provide details on additional operational needs that justify the current application

2.2. Please specify: (a) operational meetings/activities anticipated in the period defined by the relevant call for proposals, and (b) the purpose of these meetings/activities

2.3. Indicative costs related to these operational meetings/activities (Please indicate amounts in Euros)

Travel

Activity/Meeting

Travelling from / Travelling to

No. of participants with travel costs

Mode of transport, please select from the pick list: boat, car, flight, Train/Bus

Amount sought (€)

Accommodation

Activity/Meeting

Host country

No. of participants with accommodation costs

No. of nights per person (per stay)

Amount sought (€)

2.4. Please specify interpretation and translation actions anticipated in the period defined by the relevant call for proposals and the purpose of these actions, including the documents to be translated, the source and target languages and the applicable unit rates:

Interpretation

Purpose of action & source and target languages

Unit (e.g. hour, page, word)

Number of units

Unit rate (€)

Amount sought (€)

Translation

Purpose of action & source and target languages

Unit (e.g. hour, page, word)

Number of units

Unit rate (€)

Amount sought (€)

Transfer of items

2.5. Please specify as appropriate costs of physical transfer of seized items, evidentiary material, procedural or case-related documents anticipated in the period defined by the relevant call for proposals and the purpose of these actions, including a description of the items to be transferred and the basis for the estimate.

Purpose of action & description of items to be transferred

Amount sought (€)

Please indicate what this amount sought is based on:

If you select 'Other', Please specify

Please note that costs of transfer of items will not be taken into consideration if not justified by a quote, the relevant parts of an existing framework contract or another equivalent basis.

Equipment

2.6. Please specify equipment needs, including the type of equipment, the purpose of its use, the number of new items and the number of items requested to be renewed, where applicable.

Type of Equipment

Number of new items requested

Purpose

Number of items requested to be renewed

Purpose

2.7. Please provide any other details you deem necessary, specifically taking into account the evaluation criteria.

If not already detailed elsewhere in the application, please include here information to briefly describe:

- The modus operandi used by perpetrators
- The connections of the investigation in the States involved;
- The complexity of the case: e.g. number of suspects/victims possibly involved, number and difficulty of investigative measures to be carried out by the team, number or value of assets to be recovered, importance of financial or other damages resulting from the offences; and
- The importance of the actions to be funded: e.g. their objectives in view of operational needs of the JIT, expected outcome (importance of the action for the progress or conclusion of the case, relationship between the cost estimates and the actions described)

Annex II - Eligibility and award criteria

- Eligibility criteria

All applications received are initially assessed by Eurojust according to the following eligibility criteria:

- completed application submitted via the appropriate medium
- copy of the signed JIT agreement (edited to exclude any identifying data) including possible extensions⁵ (unless a copy of the signed JIT agreement and an extension covering the action period of this call for proposals have already been provided in a previous application);
- a completed Financial Identification Form⁶ of a public institution of a State involved in the JIT (unless the application identifies at least one bank account of a public institution of a State involved in the JIT that is already known and acknowledged by Eurojust⁷);
- deadline for receipt of the application has been respected;
- action for which the funding is sought is to be executed during the corresponding timeframe;
- only one application for the same JIT submitted within one application deadline; and
- a JIT that received funding within the framework of a call for proposals cannot apply for funding in the call for proposals that immediately follows (unless the application relates to exceptional urgent actions that do not overlap with the already awarded actions and could not have been anticipated in the framework of the previous application).

Failure to comply with one of these requirements within the application deadline will result in the ineligibility of the application.

- Award criteria:

Eligible applications will be evaluated and ranked taking into account the following award criteria:

- (1) investigation of a terrorist offence and/or of a crime identified as a priority in the Council conclusions on setting the EU's priorities for the fight against organised and serious international crime between 2018 and 2021⁸;
- (2) number of States involved;
- (3) number of previous successful applications submitted to Eurojust by the JIT;
- (4) execution rate of previous grants awarded by Eurojust, if applicable;
- (5) complexity of the JIT; and
- (6) purpose of the actions and justification of estimates.

⁵ If the JIT has already expired and funding is sought for the purpose of the evaluation or in relation to investigative or judicial procedures derived directly from the JIT in which its result is to be used, a copy of the last extension available before the closure of the JIT shall be provided.

⁶ Available at <http://www.eurojust.europa.eu/doclibrary/JITs/jits-funding/Pages/fif.aspx>.

⁷ Should the bank account prove not to be already known and acknowledged by Eurojust in accordance with the applicable financial rules, the applicant will be requested to provide a completed Financial Identification Form for this account within a set deadline. In such as situation, award of a grant will only be made after this condition is fulfilled.

⁸ Conclusions available at <http://data.consilium.europa.eu/doc/document/ST-9450-2017-INIT/en/pdf>.

A maximum of 10 points can be awarded for each criterion, with a total of 60 points per application. Proposals attaining an individual score of 2 or fewer points for criterion 5 or 6 will not be considered for the award of a grant.