



# JITs Portal

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## Quick Start Guide

December 2017

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# 1. Introduction

The **JITs Portal** is a public online tool that enables practitioners to submit applications for financial assistance to JITs and to gain access to information concerning the practicalities of this cooperation tool.

This portal supports two areas:


- **Public area** providing information about the JITs Portal and management of your JIT account and access to the authenticated area.
- **Authenticated area**, which covers actions such as the management of your account, the management of your own funding application forms (view, create, edit, delete, withdraw or export), their submission to Eurojust and monitoring of the status of the submitted funding applications.

The present guide provides a quick overview of the tool.

If you need more information about the funding process, see the [JITs Funding Guide](#).

## 2. Getting Started

To access the **JITs Portal**, you must navigate to <http://jit.eurojust.europa.eu> in your web browser<sup>1</sup>.

To request funding for your JIT, you need to login with a registered account. If you do not yet have an account, click the **Create new JIT account** link, and click the  button. After you receive a notification e-mail in your inbox, click on the link provided to confirm the registration process.

If you already have a JIT account, you can start drafting funding applications. Click the **Log in to your JIT account** link to authenticate.

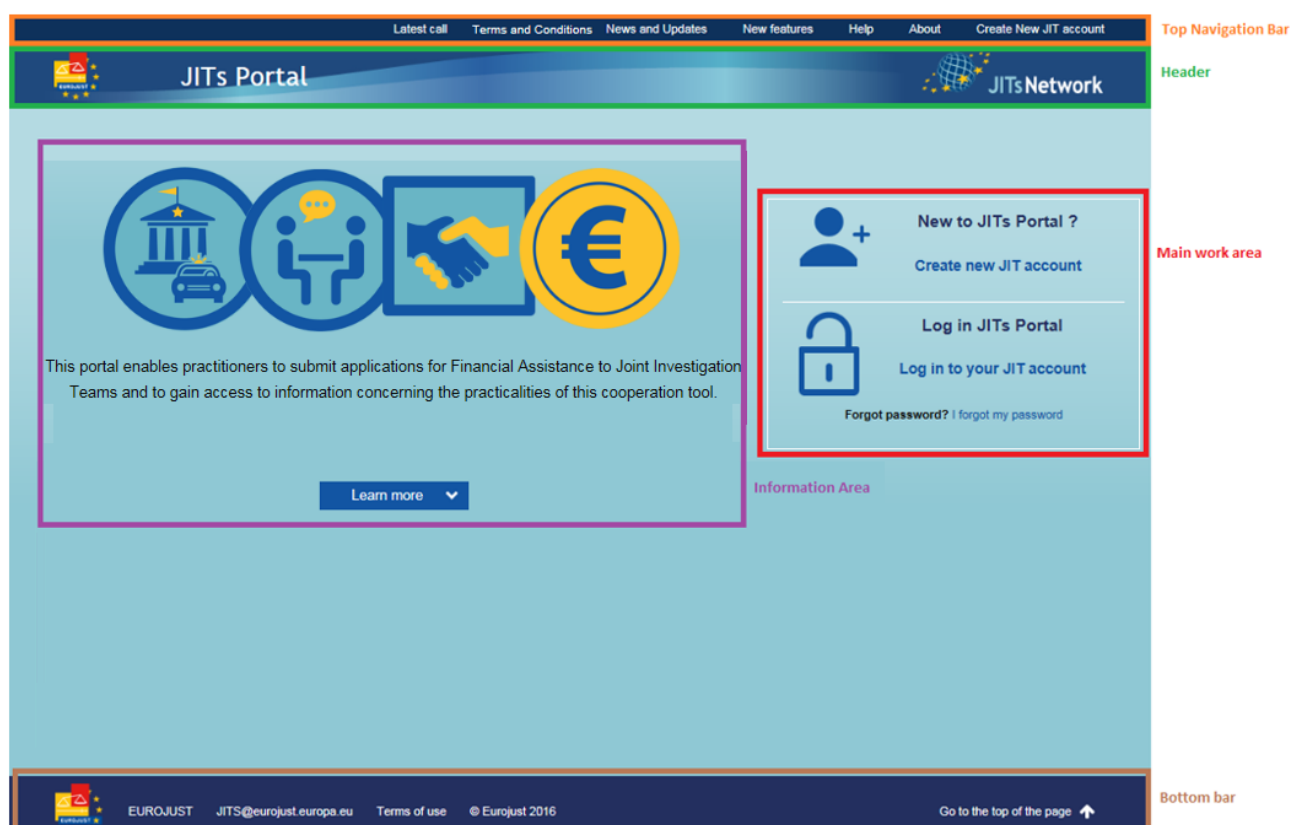
To exit the **JITs Portal**, just close the browser window, or select the **Sign Out** menu option.

### 2.1. JITs Portal Home Page (public area)

The image below shows the different areas of the main JITs Portal window:

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<sup>1</sup> Note 1: The system is designed to be properly functional and displayable/compatible in the web browser Internet Explorer versions 9.0 or higher and the web browser Firefox versions 26 and higher (up to version 34).




The top navigation bar displays a set of links providing general information on financial assistance to JITs (latest call for proposals, terms and conditions, news and updates, etc.).

The **main working area** is the workspace where you can create a new account and log in with your credentials.



**Terms of Use**, on the bottom bar, allows you to access a PDF in the same tab that contains the terms of use of the JITs Portal applications.

## 2.2. JITs Portal Home Page (authenticated area)

After you log in to the JITs Portal, you will see a menu bar that provides a link to the Home Page (  icon), allowing you to **Start new funding application**, and providing a quick access to the list of draft applications in progress (**Funding applications (you have N drafts)**).



### Start new funding application

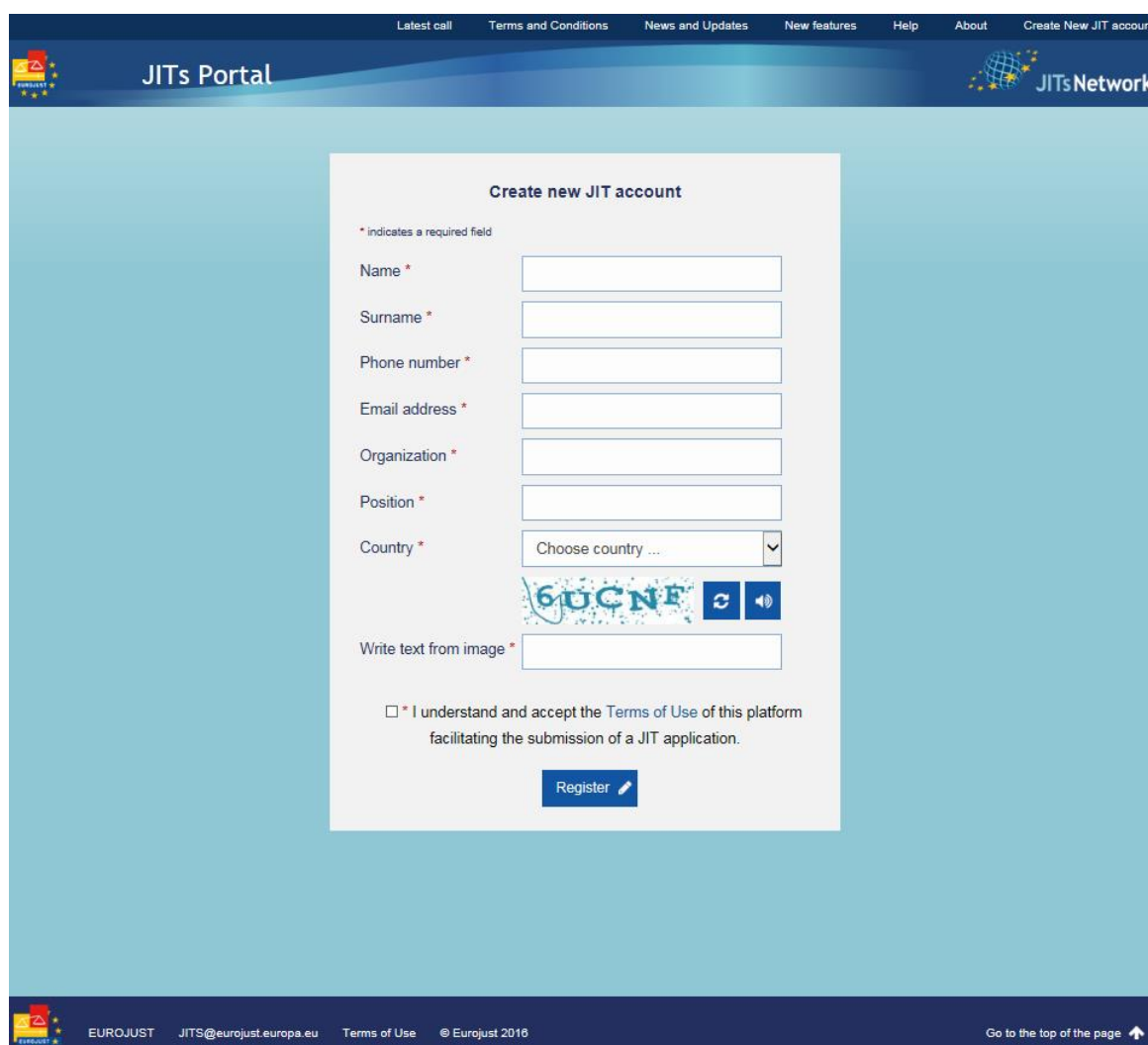
If you have already submitted a funding application in the past with the same account<sup>2</sup>, you can also click the **Access Restricted Area** button, which gives you access to additional information concerning the practicalities of setting up and running JITs.

## 3. Managing JITs Portal account

### 3.1. Creating a new JIT account

From the home page, click on the link **Create new JIT Account**, fill in the required fields in the form, and then click the **Register** button:

<sup>2</sup> As soon as the outcome of your application is known.



**Create new JIT account**

\* Indicates a required field

Name \*

Surname \*


Phone number \*

Email address \*

Organization \*

Position \*

Country \*



Write text from image \*

☐ \* I understand and accept the [Terms of Use](#) of this platform facilitating the submission of a JIT application.

[Register](#)

EUROJUST   JITS@eurojust.europa.eu   Terms of Use   © Eurojust 2016   [Go to the top of the page](#)



**Note 1:** If your e-mail address was already provided to create an account for another Eurojust online platform, you will be informed about the subsequent steps.

**Note 2:** A captcha is included to avoid automatic spam.

**Note 3:** Terms of use must be always accepted to request the registration.

**Note 4:** Required fields are marked with a red asterisk.



Several validations are run, and, if the registration process is successful, a notification e-mail is sent to the address provided to confirm account creation.

## 3.2. Recovering a password

If you have forgotten your password click on the link **I forgot my password** on the home page and introduce your e-mail address.



*The system sends a notification e-mail to reset your password. You will then receive a second notification with a new password.*

## 3.3. Requesting account removal

After you are logged in to the JITs Portal, you can request your account removal through the **Remove Account** link at the bottom bar.



*After your acknowledgement, the JITs Network Secretariat will be informed of your request.*

*If your account is removed, all your draft applications and affiliated documents will also be deleted.*

# 4. Managing funding applications

This section applies to authenticated users logged in to the JITs Portal authenticated area and allows you to visualise detailed information on the funding applications.

## 4.1. Viewing your funding applications

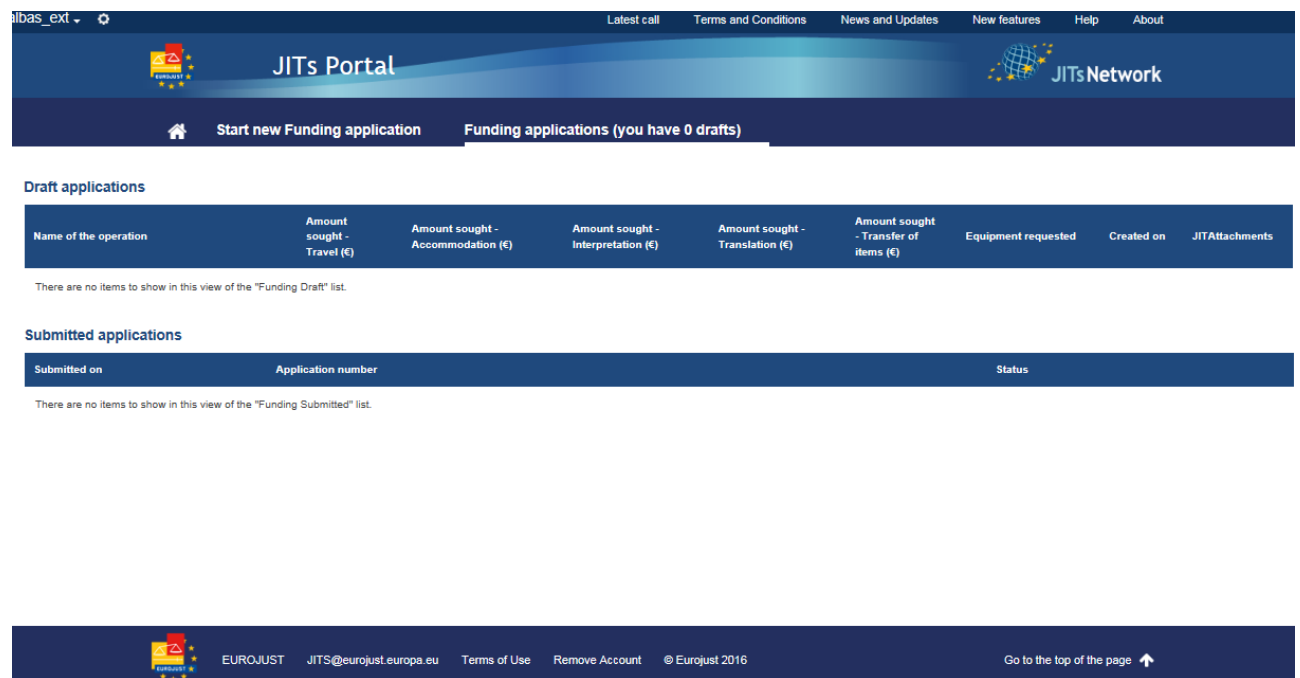
Two lists are seen under the **Funding applications** tab:

- **Draft applications** section contains created funding applications that are not yet submitted to Eurojust, listed in descending order by creation.
- **Submitted applications** section also contains applications within the revision/approval lifecycle.
  - **Submitted** means that you have sent the funding application to Eurojust.
  - **Validated** means that Eurojust has assigned a reference number to your application.
  - **Awarded** means that your application has been awarded by Eurojust. You were notified by

e-mail of the award decision.

- **Rejected** means that Eurojust has not awarded your application. You were notified by e-mail of the rejection decision.
- **Withdrawn** status is set when you request that your application be withdrawn.

This view contains, as explained, two separate lists:



The screenshot shows the JITs Portal interface. At the top, there is a navigation bar with links: Latest call, Terms and Conditions, News and Updates, New features, Help, and About. Below this is a header section with the JITs Portal logo and the JITsNetwork logo. The main content area is divided into two sections: Draft applications and Submitted applications.

**Draft applications**

Name of the operation	Amount sought - Travel (€)	Amount sought - Accommodation (€)	Amount sought - Interpretation (€)	Amount sought - Translation (€)	Amount sought - Transfer of items (€)	Equipment requested	Created on	JITAttachments
There are no items to show in this view of the "Funding Draft" list.								

**Submitted applications**

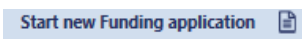
Submitted on	Application number	Status
There are no items to show in this view of the "Funding Submitted" list.		

At the bottom of the page, there is a footer section with the EUROJUST logo, the email address JITs@eurojust.europa.eu, links to Terms of Use and Remove Account, the copyright notice © Eurojust 2016, and a link to Go to the top of the page.

You can access the details of a specific draft application by clicking on the link corresponding to **Name of the operation**.

## 4.2. Creating a new funding application

To create a new funding application:

1. Click the **Start new funding application** link or the  button on the home page.
2. This action opens an empty form. After filling in the relevant fields, the **Create funding application** button must be clicked:



3. The funding form will then open, composed of several sections that can be expanded or collapsed:

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Please note that a yellow box appears at the top of the page with an indication until when your draft funding application is valid. After this date, your application will no longer be available for editing or submitting. A draft application will be valid up to two months after the creation date.



**Note 1:** You should provide a signed, valid JIT agreement (unless this has already been provided as part of a previous application) and a Financial Identification Form (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 Eurojust) in the **Attachments** section.

### 4.3. Editing a funding application

To edit a draft funding application, follow these steps:

1. Click the **Funding applications (you have N drafts)** link.
2. Identify the draft you wish to edit.
3. Click on its **Name of the operation** hyperlink.
4. Edit all the editable fields that you need across all sections.
5. Click the **Save draft** button to save the funding application as a draft or the **Submit** button (located in the last section) to submit your request to Eurojust.

### 4.4. Exporting a funding application to Word



*Only draft funding applications can be exported to Word.*

You can export to Word by entering the form of a funding application and then clicking on the **Export to Word** button.

A window appears at the bottom of the page, giving the option to open or to save the file.



This document summarizes the information included in the funding application drafted on 08/11/2017



## 1. GENERAL INFORMATION ABOUT THE JIT

### 1.1. Name of the operation

Funding application word format

### 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?

Yes

### 1.3. Eurojust Reference Number of the case, if applicable

Case ID (e.g. 12345)	12345
Case Registration (e.g. 1234/NMAT-2015)	12345/NMES-2016

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

Title	Ms.
Surname	Perez
First name(s)	Maria
<u>Organisation</u>	BBM
Rank / Position	[EMPTY_FIELD]
Country	[EMPTY_FIELD]
Contact telephone	944276308

## 4.5. Submitting a funding application to Eurojust

To submit a draft application to Eurojust:

1. Click the **Submit** button, located in the last section (**Agreement and submission**).



**Note 1:** The **Submit** button is only enabled when all required fields are filled in and an open call for applications is taking place (before the deadline for submission).

2. If you have not provided a JIT agreement or Financial Identification Form (FIF), you will receive a warning message.
3. The Portal will then notify you of the successful submission of your funding application and will allow you to download a copy of all the information submitted.



**Note 1:** You can follow the status of your request by reviewing the **Status** column under **Submitted applications**.

**Note 2:** After submission, you can no longer edit or review the details of your application.




The JITs Portal sends an e-mail notification to inform you about successful submission.

## 4.6. Deleting a funding application



Only draft funding applications can be removed.

You can remove a JIT funding application before submission. To complete this process, you should:

1. Click the **Funding applications (you have N drafts)** link.
2. Identify the draft you wish to remove.
3. Click on its **Name of the operation** hyperlink.
4. Click the  button displayed on top.

A message appears asking for confirmation.

5. If you answer **Yes**, the system will delete your draft application.


## 4.7. Withdrawing a funding application



You can only withdraw an application before the decision date of the call in which it was submitted.

Only submitted funding applications can be withdrawn.

You can withdraw an application submitted to Eurojust by following these steps:

1. Click the **Funding applications (you have N drafts)** link.
2. Identify the submitted funding record you wish to withdraw.
3. Click on the  button displayed on the right-hand-side of the application in question.  
A confirmation message appears.
4. If accepted, Eurojust will no longer consider the application for assessment.



*If an application is withdrawn, you will neither be able to make any changes nor resubmit it.*