



JITs Portal

User Manual

November 2017

Table of Contents

Chapter 1	Introduction	2
1.1	What is the JITs Portal?.....	3
1.2	User Guide structure	4
Chapter 2	Working with the JITs Portal	5
2.1	Accessing and logging out of the JITs Portal	6
2.2	JITs Portal interface; main screens of the application.....	12
2.2.1	Elements in pages of the JITs Portal application	13
2.2.2	Controls used in the JITs Portal	14
2.3	Generic information relevant to the JITs Portal	16
Chapter 3	Managing your account	19
3.1	Registering for the JITs Portal	20
3.2	Password recovery	26
3.3	Requesting account removal	28
Chapter 4	Managing funding applications	30
4.1	Viewing all funding applications created	31
4.1.2	Accessing draft applications	31
4.1.3	Reviewing your submitted applications	32
4.2	Creating a new funding application	34
4.3	Submitting a funding application to Eurojust	42
4.4	Editing a JIT funding application	44
4.5	Deleting a JIT funding application in draft status	45
4.6	Withdrawing a submitted funding application	46
4.7	Exporting a JIT funding application to Word	47

Chapter 1 Introduction

In this chapter, you will learn about:

- [What is the JITs Portal?](#)
- [How this User Manual is organised](#)



1.1 What is the JITs Portal?

The JITs Portal is a online system that you can use to manage your own funding application forms using a personal account. This tool 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** to be informed about the JITs Portal and manage your JIT account and access to the authenticated area.
- **Authenticated area** covers actions such as the management of your personal 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.

1.2 User Guide structure

The main sections of this User Manual cover the following concepts to familiarise yourself with the application process:

- [Working with the JITs Portal](#) explains how to get started with the JITs Portal application and how to review Eurojust generic information;
- [Managing your credentials](#) is focused on JITs Portal processes related to credentials; and
- [Managing funding applications](#) describes how to start new drafts or modify existing drafts of funding applications in the JITs Portal.

Chapter 2 Working with the JITs Portal

In this chapter, you will learn about the following main concepts, which will be explained in detail in the next sections of the User Manual.

- [Accessing and logging out of the JITs Portal](#)
- [JITs Portal Interface, main screens of the application](#)
- [Reading generic information relevant to the JITs Portal](#)

2.1 Accessing and logging out of the JITs Portal

The JITs Portal is accessible via <https://jit.eurojust.europa.eu>, and provides online forms to complete funding applications that, once submitted, will be assessed by Eurojust.

***Note:** If this is your first time using the JITs Portal, you need to register before applying for funding. Please review section 3.1 for more information on the account registration process.*

This section describes how to:

- [Access the JITs Portal](#)
- [Log out of the portal](#)

To access the JITs Portal

1. Open a web browser¹ on your computer and go to the JITs Portal access page using the following link: <https://jit.eurojust.europa.eu>.

If you are not logged in, you are only able to review general public information.

¹ 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).

- To log into the authenticated area of the JITs Portal and start working with funding applications, please click the **Log in to your JIT account** link.

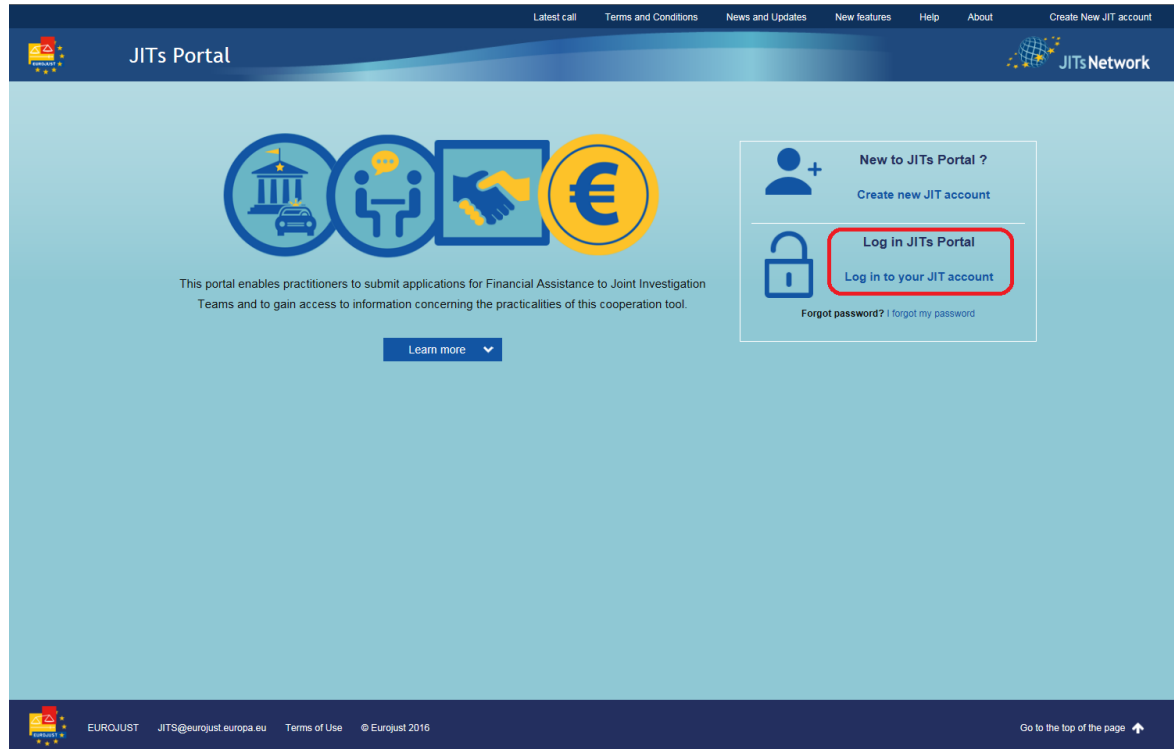
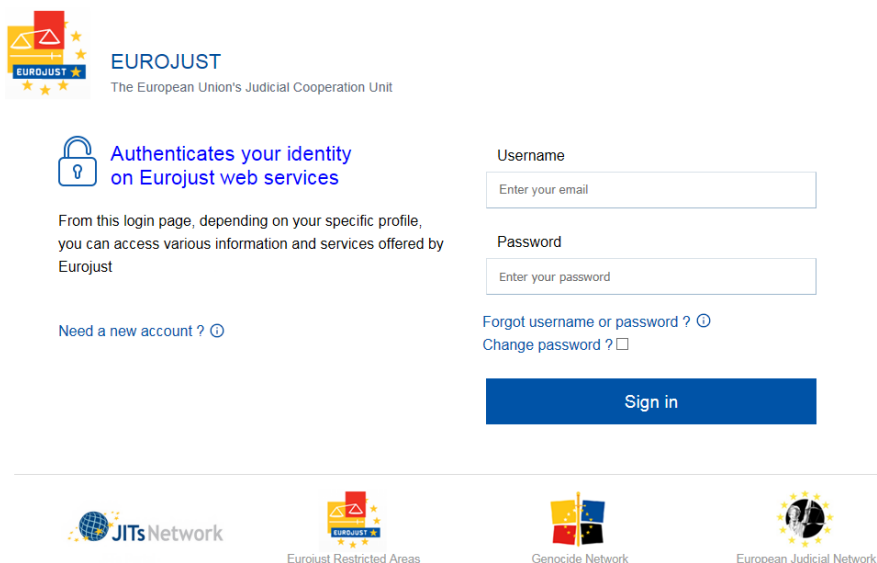




Figure 2.1 Home page of the JITs Portal public area

- The application will ask for your credentials. Type the e-mail address you provided during the registration process and your password and click Sign in **Logon**.



 **EUROJUST**
The European Union's Judicial Cooperation Unit

 **Authenticates your identity on Eurojust web services**





From this login page, depending on your specific profile, you can access various information and services offered by Eurojust

[Need a new account ?](#)

[Forgot username or password ?](#)
[Change password ?](#)

Username

Password

JITs Network Eurojust Restricted Areas Genocide Network European Judicial Network

Figure 2.2 Log in page

You will be redirected to the home page of the authenticated area.



Figure 2.3 Home page of the JITs Portal authenticated area with no access to the Restricted Areas

This image shows the steps of the application process.

Please note that, from the moment that the evaluation of your submitted funding application is completed and the outcome known (either award or rejection), you will gain access to the JITs Restricted Area, a web platform containing additional information on the practicalities of setting up and running JITs. Your home page will change accordingly, as shown in the image below:



Figure 2.4 Home page of the JITs Portal authenticated area with access to the Restricted Area

Use the button **Start new funding application** to start working on a new funding application.

The process of management of funding applications is described in Chapter 4 'Managing funding applications'.

Please note that for reasons of security, your session will time out after 30 minutes of inactivity. For this reason, we recommend that you to save your work in progress periodically to avoid losing your data..

To log out of the JITs Portal

Two ways of logging out of the JITs Portal:

- a) Simply close the browser or all the tabs of the browser in which the JITs Portal application is open;

or

b) Click the **Sign Out** menu option to end the JITs Portal session:

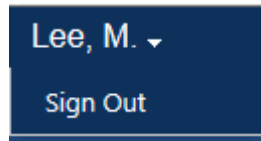


Figure 2.5 Sign Out menu option

2.2 JITs Portal interface - main screens of the application

In this section, the main elements of the applications are explained:

- [Elements in the pages of the JITs Portal application](#)
- [Controls used in the JITs Portal](#)

2.2.1 Elements in pages of the JITs Portal application

All pages available on the JITs Portal application are organised as follows:

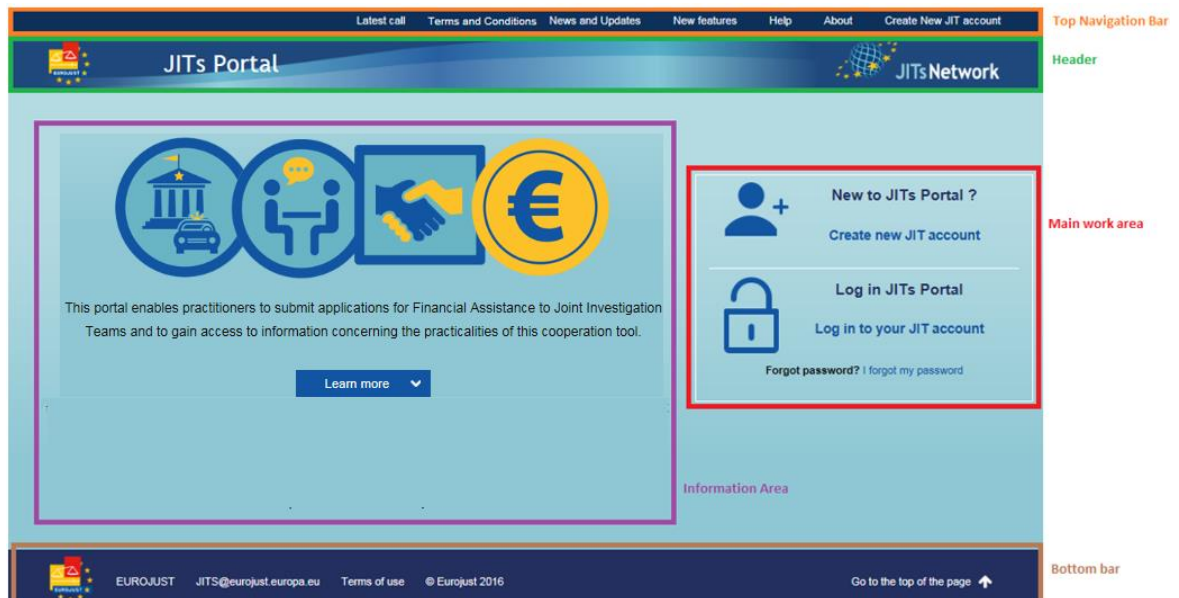










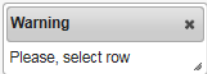
Figure 2.6 General screen layout of JITs Portal for unregistered users







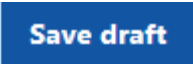


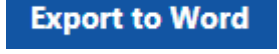
The figure above illustrates the JITs Portal interface, displaying various elements:

- The **top navigation bar** showing the following links: 'Latest call', 'Terms and Conditions', 'News and Updates', 'New features', 'Help', 'About', and 'Create New JIT account'.
- The **header** showing the Eurojust logo, the JITs Portal application name and the JITs Network logo.
- The **information area** showing information about the use and functions in the JITs Portal and a 'Learn more' button that expands the information text.
- The **main working area** where you can create a new account and log in to it with your credentials.
- The **bottom bar** containing the e-mail contact of the JITs Network Secretariat at Eurojust, Terms of Use of this website and a link to go to the top of the page.

2.2.2 Controls used in the JITs Portal

The following table defines the different types of controls you can find in the JITs Portal:

Element name	Description
	Field automatically calculated by the system. It is displayed in grey colour as it is a read only field.
	Rectangular box with a calendar icon next to it. Clicking on the box or on the icon opens a calendar. You can either type the date in the box or select a date from the calendar. The format of dates should be DD/MM/YYYY.
	Box with a down arrow next to it. Clicking the arrow opens a list. This control allows you to quickly scroll down to the first element starting with the typed character.
	Rectangular box in which you can type free text.
	Square box that is selected or cleared to turn an option on or off. Ticking multiple checkboxes from the same group is possible.
	Radio button used to select one of a group of mutually exclusive options.
	Arrow displayed at the right of the dark blue area of list boxes. It allows you to collapse or expand the list box.
	Symbol indicating the system is working and a new page is loading.
	Warning message to help you use the table grids available in the funding forms. You can close it using the X icon displayed in the

Element name	Description
	top-right corner.
	Icon used to add a new row in the table grids available in the funding forms, to add several elements of the same type.
	Icon used to edit an existing element of a table grid.
	Icon used to delete an existing element of a table grid.
 Confirm	Button to confirm the new or modified row in a table grid.
 Cancel	Button to cancel the addition or modification of a row in a table grid.
	Button to expand a section.
	Saves a form and remains in the current view.
	Cancels the addition or modification of a draft.
	Deletes a draft.
	Exports the draft funding application to Word.

2.3 Generic information relevant to the JITs Portal

This section describes how you can review relevant general purpose information from the JITs Portal.

The top navigation bar contains the following links:

- [Latest call](#): you are redirected to the Eurojust website page containing information about the latest call for proposals for financial assistance to JITs. You will have updated information about:
 - Deadline for applications
 - Action period
 - Deadline for claims
- [Terms and Conditions](#): you are taken to the Eurojust website page, where detailed information about the conditions applicable to Eurojust financial support to JITs activities can be found.
- [News and Updates](#): you are provided with a page containing information and news relevant to JITs.
- [New features](#): a page is opened with release-specific information about the last version of the JITs Portal and the new functionalities that it includes.
- [Help](#): link to the help pages of the application.
- [About](#): general information about the JITs Portal.

On the bottom bar, you will find a link:



- [Terms of use](#): opens a document that contains the rules to which you agree when making use of the JITs Portal.

TERMS OF USE FOR THE JIT ELECTRONIC APPLICATION FORM SYSTEM

PLEASE READ THE FOLLOWING TERMS AND CONDITIONS GOVERNING THE USE OF THE JIT ELECTRONIC APPLICATION FORM SYSTEM CAREFULLY BEFORE USING THE SYSTEM.

ACCESS TO THE JIT ELECTRONIC APPLICATION FORM SYSTEM IS SUBJECT TO PRIOR ACCEPTANCE OF THESE TERMS OF USE.

Contents

1. Definitions.....	2
2. The JIT-PS (Portal & System) Service.....	3
3. Acceptance and Acknowledgement of the Terms and Conditions	3
4. Conditions of Use	3
5. Delivery of JIT-PS Data and Warranties	4
6. Withdrawal of an Application.....	5
7. Disclaimer and Limitation of Liability.....	5
8. Intellectual Property Rights	6

Figure 2.7 Terms of use document

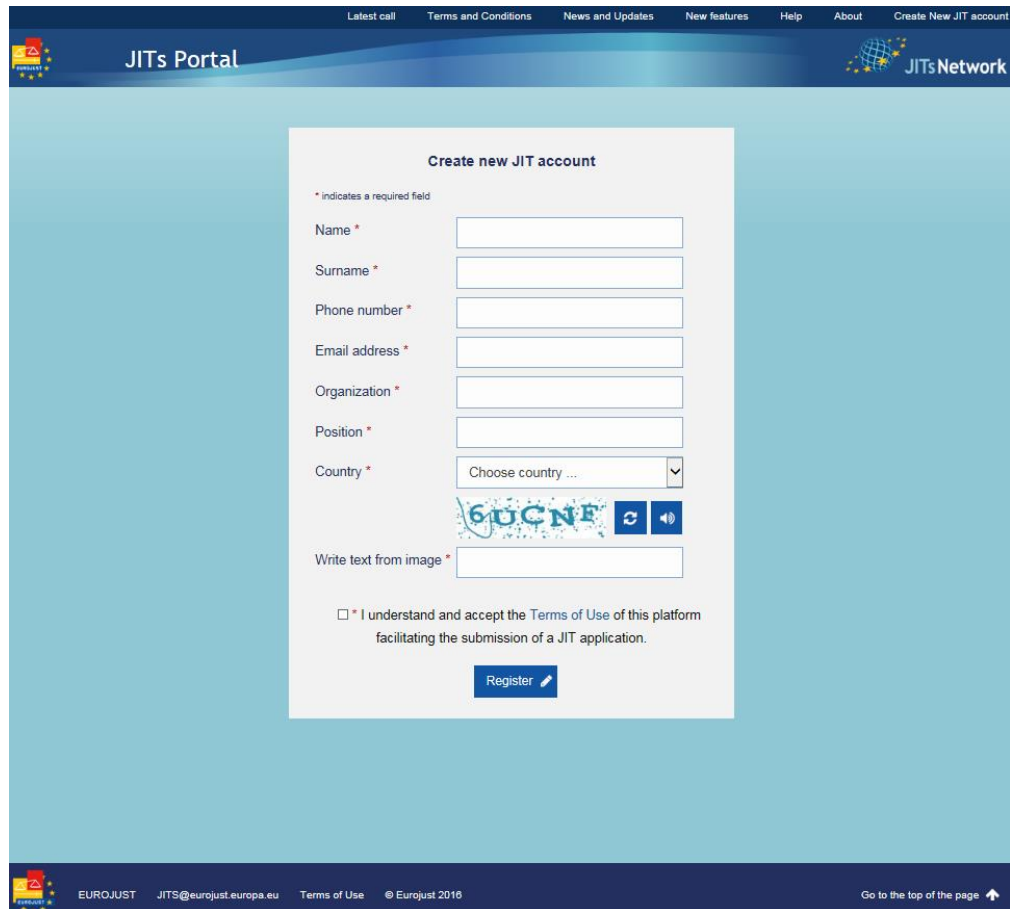
Chapter 3 **Managing your account**

In this chapter, you will learn about:

- [Registering for the JITs Portal](#)
- [Password recovery](#)
- [Requesting account removal](#)

3.1 Registering for the JITs Portal

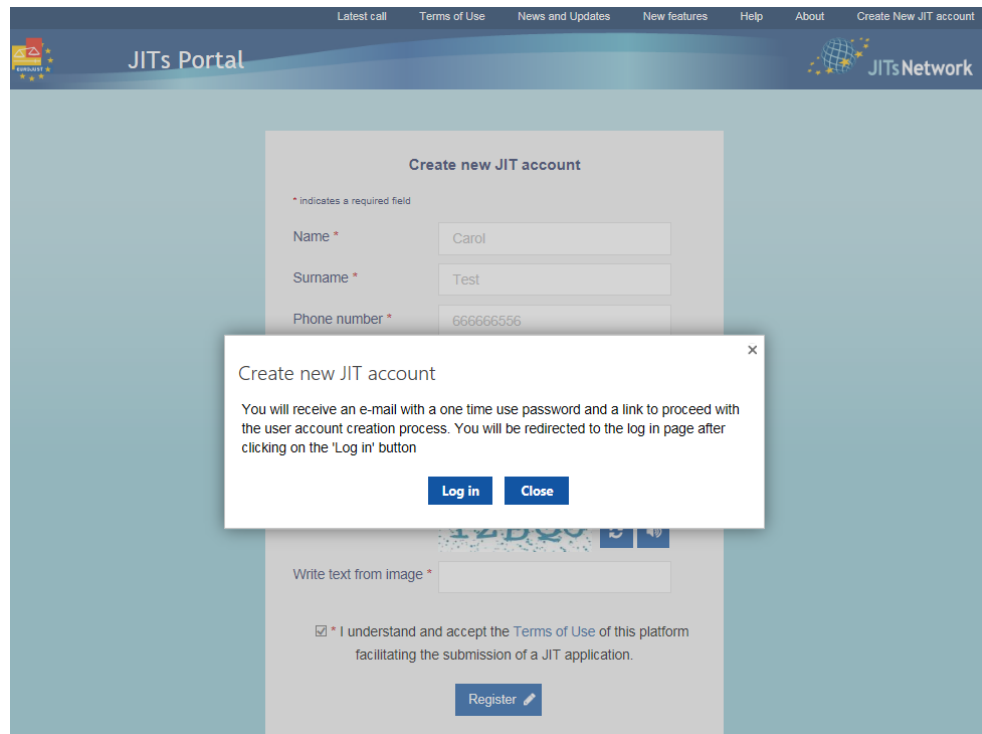
You can register for the JITs Portal by clicking the **Create new JIT account** button (see 0) and filling in all fields in the registration form displayed.



The screenshot shows the JITs Portal registration form. The page header includes navigation links: Latest call, Terms and Conditions, News and Updates, New features, Help, About, and Create New JIT account. The main heading is "JITs Portal" with the JITsNetwork logo. The form is titled "Create new JIT account" and includes a note: "* Indicates a required field". The form fields are: Name *, Surname *, Phone number *, Email address *, Organization *, Position *, Country * (with a dropdown menu labeled "Choose country ..."), and a CAPTCHA challenge with the text "6UCNE" and a "Write text from image *" field. Below the CAPTCHA is a checkbox: " * I understand and accept the Terms of Use of this platform facilitating the submission of a JIT application." and a "Register" button. The footer contains the EUROJUST logo, contact information (EUROJUST, JITs@eurojust.europa.eu, Terms of Use, © Eurojust 2016), and a "Go to the top of the page" link.

Figure 3.1 JITs Portal registration form

After reading and accepting the terms and conditions of the JITs Portal, click the **Register** button. If all the fields are valid, a message appears confirming the registration process, and a notification is sent to the e-mail address provided.



The screenshot displays the 'Create new JIT account' form on the JITs Portal. The form includes fields for Name, Surname, and Phone number, with a 'Register' button at the bottom. A confirmation message is shown in a white dialog box with a close button (X). The message reads: 'Create new JIT account. You will receive an e-mail with a one time use password and a link to proceed with the user account creation process. You will be redirected to the log in page after clicking on the 'Log in' button'. Below the message are 'Log in' and 'Close' buttons. The background form is dimmed, showing a CAPTCHA field and a checked checkbox for terms and conditions.

Figure 3.2 User account creation process - confirmation

If your e-mail address has already been used to create an account for another Eurojust web service, you will be informed about the process to follow.

If any fields are not filled in, an error message appears at the top and fields are shown highlighted with a warning:

Warning. A mandatory value is missing for:

- Name
- Phone number
- Email address
- Position
- Country
- Terms of Use
- The code you entered is not valid

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.

Figure 3.3 User account creation process with errors

The registration process also validates the format of the **E-mail address** and **Phone number**. For example, the e-mail format should be <characters>@<characters>.<2 or 3 characters>. If this data is invalid, specific errors appear:

• Please provide a valid email address. For example johndoe@domain.com

• Please provide a valid phone number

Figure 3.4 Invalid field format messages

To help you to fill in the fields correctly, you can position your cursor over each field and read the tool tip.

If the registration process is successful, you will receive an e-mail with further instructions:

Dear Mr./Mrs. ██████,

Welcome to the JITs Portal.

Please confirm your registration by [logging in](#) using the following credentials:

Username: ████████████████████

Password: ████████████████████

You will be asked to reset this password before you can start creating funding applications.

Kind regards,
JITs Network Secretariat

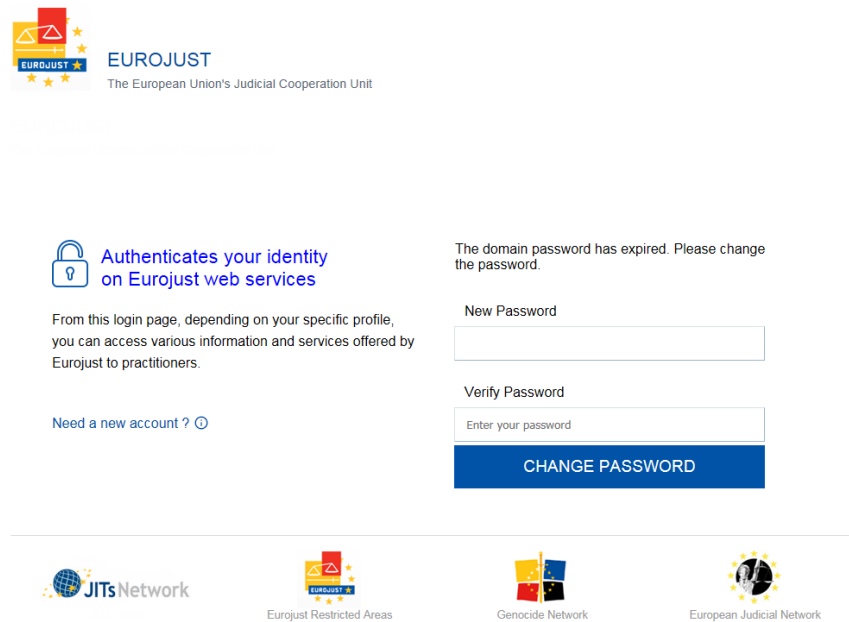
--

EUROJUST
P.O. Box 16183
2500 BD The Hague
The Netherlands
Office phone: [+31 \(0\) 70 412 5098](tel:+31704125098)
www.eurojust.europa.eu

This message is confidential and may be legally privileged or otherwise protected from disclosures. If you are not the intended recipient, please telephone or e-mail the sender and delete this message and any attachment from your system. You must not copy or disclose the contents of this message or any attachment to any other person.

Figure 3.5 E-mail received during account creation

Click on the link provided in the e-mail. It redirects you to a page where you will be able to log in for the first time. The user name generated is composed by the first letter of your name followed by your surname. The first-time log in entails setting a new password for the use of the service.



The screenshot shows the Eurojust login page. At the top left is the Eurojust logo with the text "EUROJUST The European Union's Judicial Cooperation Unit". Below the logo is a navigation bar with "Home" and "Log in" links. The main content area is titled "Authenticate your identity on Eurojust web services" and includes a sub-header "From this login page, depending on your specific profile, you can access various information and services offered by Eurojust to practitioners." and a link "Need a new account ? ⓘ". On the right, a message states "The domain password has expired. Please change the password." Below this is a "New Password" field, a "Verify Password" field with the placeholder "Enter your password", and a blue "CHANGE PASSWORD" button. At the bottom, there is a footer with logos for "JITs Network", "Eurojust Restricted Areas", "Genocide Network", and "European Judicial Network".

Figure 3.6 First time log in

During the registration process, a yellow warning message will be displayed if the e-mail indicated already has a JIT account associated with it:

Account already exists in JITs Portal, please use login page ✕
to access the JITs Portal. If you don't remember your
password, then follow the link [I forgot my password](#)

Figure 3.7 Warning message if e-mail address is already in use

Similarly, if the e-mail provided already exists in one of the Eurojust authenticated areas other than the JITs Portal (e.g. if you already have access to the JITs Restricted Area), the following warning message will be displayed:

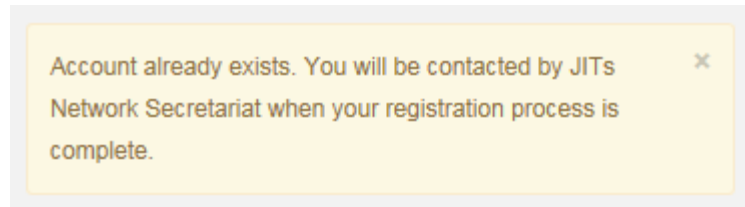


Figure 3.8 Warning message if e-mail address has already been used to register an account for Eurojust authenticated area

3.2 Password recovery

If you have forgotten your password, you can recover it by following these steps:

1. Click the **I forgot my password** link (see 0). You will see the following window:

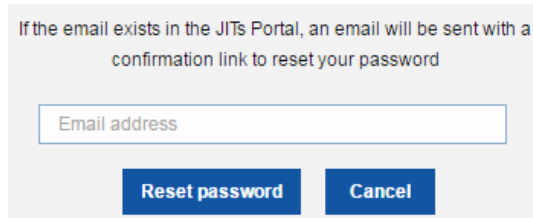


Figure 3.9 Recover the password window

2. Provide the e-mail used in the registration process.
3. Click the **Reset password** button. The system will validate the e-mail address provided and it will send you a notification e-mail with 'JITs Portal – Password reset' as a subject and a link to reset the password.

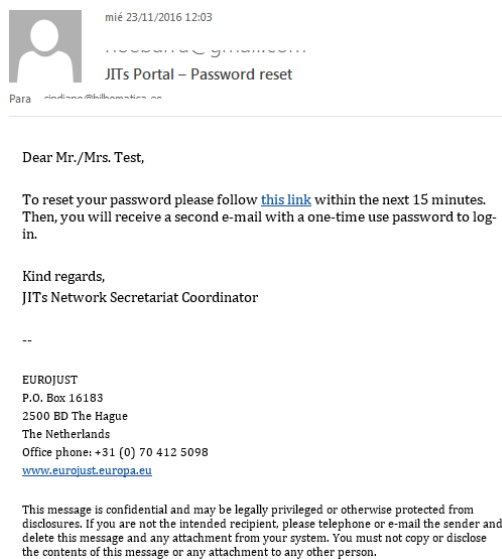


Figure 3.10 E-mail notification received to reset the password

- Click on the link provided and the JITs Portal view will open with a message on **the** screen:

Your request has been successfully processed. You will receive a second e-mail with a one-time use password to log-in shortly.

Figure 3.11 Reset password request processing message

- Next, you will receive another e-mail with the subject 'JITs Portal – Password has been reset'.

Dear Mr./Mrs. ████████,

Your password has been reset.

Please [log in](#) using your email address and the following one-time use credentials:

Password: ██████████

You will be asked to reset this password before you can start creating funding applications.

Kind regards,
JITs Network Secretariat

--

EUROJUST
P.O. Box 16183
2500 BD The Hague
The Netherlands
Office phone: [+31 \(0\) 70 412 5098](tel:+31704125098)
www.eurojust.europa.eu

This message is confidential and may be legally privileged or otherwise protected from disclosures. If you are not the intended recipient, please telephone or e-mail the sender and delete this message and any attachment from your system. You must not copy or disclose the contents of this message or any attachment to any other person.

Figure 3.12 E-mail notification received with password reset confirmation

- Follow the instructions and log in using the password provided in the e-mail. The application will then ask you to provide a new password for your account.

3.3 Requesting account removal

If you no longer need to apply for JITs funding, you can request removal of your account.

1. Log in to the JITs Portal. Click the **Remove Account** link provided in the bottom bar of the JITs Portal.



Figure 3.13 Remove Account link

2. Click 'Yes' in the confirmation message.

Confirm

Are you sure you want to delete your account permanently? All your information, including funding applications, will be removed

Yes

No

Figure 3.14 Confirmation message of account removal request

3. The system will then send an e-mail message to Eurojust and to you. After your request has been processed, you will no longer be allowed to log in to the JITs Portal.

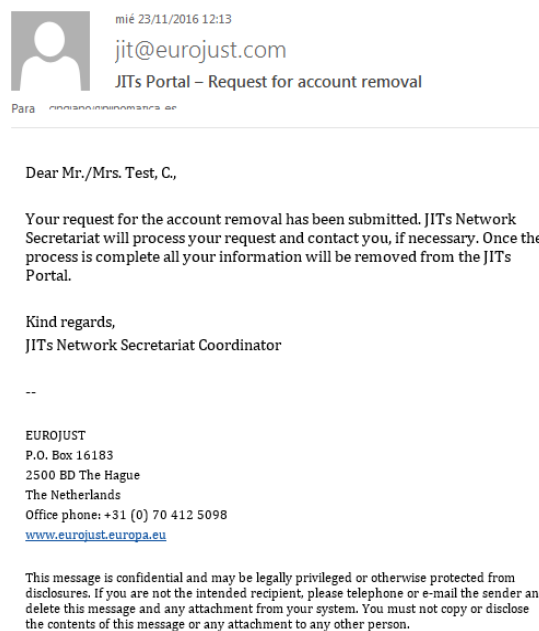


Figure 3.15 E-mail confirmation regarding account removal request

Chapter 4 Managing funding applications

In this chapter, you will learn about:

- [Viewing all funding applications created](#)
- [Creating a new funding application](#)
- [Submitting a new funding application from the JITs Portal](#)
- [Editing a JIT funding application](#)
- [Deleting a JIT funding application in draft status](#)
- [Withdrawing a submitted funding application](#)
- [Exporting to Word a JIT funding application](#)

4.1 Viewing all funding applications created

After you are registered and logged in to the JITs Portal, you can click anytime on the **Funding applications (you have N drafts)** link.

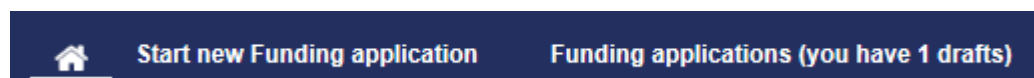


Figure 4.1 Funding applications link in the JITs Portal

You will see two different sections, one under the other:

- Draft applications section
- Submitted applications section

Please note that the JITs Portal application automatically removes (without prior notice) draft funding applications r two months after their creation. You can check the expiration date by opening the draft and checking the **Draft valid until** date displayed at the top.

4.1.1 Accessing draft applications

Draft applications are those you have created but have not yet submitted to Eurojust. You can review all your draft funding applications by following the link explained above.

Draft applications are listed in a table ordered by the date **Created on** (the latest one created at the top). Fields here are read only. You can use ascending/descending order options integrated in the column headers and the pagination buttons at the bottom of the list.

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	JIT Attachments
Test draft	0	0	0	0	0		10/11/2017 02:17 PM	No
Export to word	0	0	0	0	0		10/11/2017 02:16 PM	No

Figure 4.2 Draft applications of an authenticated user in the JITs Portal

For each draft application shown in this list, you can review:

- 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
- JIT attachments

To access a draft funding application, click on the hyperlink corresponding to the **Name of operation** you want to review/edit, and the system will display it on the screen.

4.1.2 Reviewing your submitted applications

Submitted applications are listed under the 'Submitted applications' title displayed when you click the **Funding applications (you have N drafts)** link (see **Error! Reference source not found.**).

For each draft application shown in this list, you can review:

- Submitted on: the date you submitted the funding record to Eurojust.
- Application number: when Eurojust validates your application, it will be assigned a unique reference number.
- Status: status of your application in 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 will be (or you were) notified by e-mail of the award decision.

- 'Rejected' means that Eurojust has not awarded your application. You will be (or you were) notified by e-mail of the reasons for this rejection.

'Withdrawn' is shown when you use the 'Withdraw' functionality (see section 4.6).

Submitted applications

✓	SubmittedOn		ApplicationNumber	Status
	9/28/2016 11:05 AM	...	JIT/EJ/2016/10	Submitted
	9/28/2016 1:20 AM	...	JIT/EJ/2016/9	Validated
	9/27/2016 10:58 PM	...	JIT/EJ/2016/9	Validated

Figure 4.3 Submitted applications list

You cannot open and review submitted applications from the JITs Portal.

4.2 Creating a new funding application

To start a new funding application, you have two options:

1. Click the **Start new Funding application** link displayed in the top navigation bar or on the home page.

The screenshot displays the JITs Portal interface. At the top, the navigation bar includes links for 'Latest call', 'Terms and Conditions', 'News and Updates', 'New features', 'Help', and 'About'. The main header shows 'JITs Portal' and 'JITs Network'. Below the header, a navigation bar contains a home icon, a 'Start new Funding application' link (highlighted with a red box), and a status indicator 'Funding applications (you have 0 drafts)'. The central content area features a diagram titled 'A Gateway to JITs' with the subtitle 'Funding application process'. The diagram consists of four circular icons connected by arrows, representing the following steps: 1. 'Fill in online funding application' (pencil icon), 2. 'Attach JIT agreement, extensions and Financial Identification Form (FIF)' (document icon), 3. 'Submit application' (paper plane icon), and 4. 'Be informed about outcome by e-mail' (envelope icon). Below the diagram, a yellow button with a red border and the text 'Start new Funding application' is highlighted with a red box. The footer contains the EUROJUST logo, contact information (JITS@eurojust.europa.eu), 'Terms of Use', 'Remove Account', '© Eurojust 2016', and a 'Go to the top of the page' link.

Figure 4.4 Start new JIT funding record, two options

2. This action opens a first step of the process with some basic information. Please complete the information and click the Create funding application button. The number of draft applications automatically increases by one.

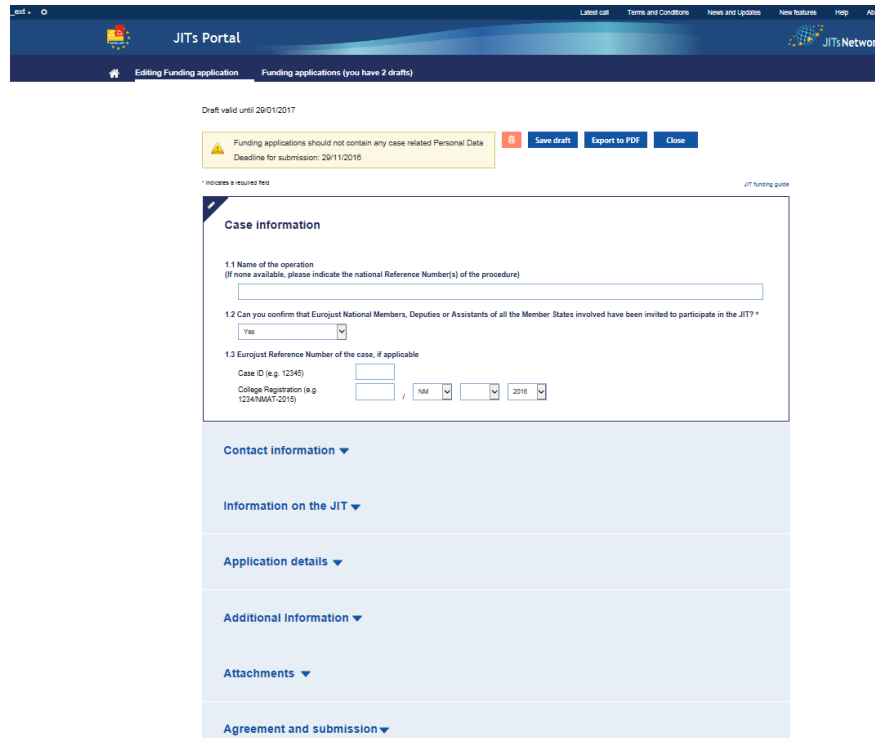
The screenshot shows a web interface for creating a funding application. At the top, there are two tabs: 'Start new Funding application' (active) and 'Funding applications (you have 1 drafts)'. Below the tabs, a grey box contains the form. A legend indicates that an asterisk (*) denotes a required field. The form has three main sections:

- 1.1 Name of the operation:** A text input field with a placeholder '(If none available, please indicate the national Reference Number(s) of the procedure)'. The field is currently empty.
- 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? ***: A dropdown menu with 'Yes' selected.
- 1.3 Eurojust Reference Number of the case, if applicable:** This section contains two rows of input fields:
 - Case ID (e.g. 12345):** A text input field, currently empty.
 - College Registration (e.g. 1234/NMAT-2015):** A text input field followed by a slash, a dropdown menu with 'NM' selected, another text input field, and a dropdown menu with '2016' selected.

At the bottom right of the form, there is a blue button labeled 'Create funding application', which is highlighted with a red rectangular border.

Figure 4.5 Create funding application launch process

- The funding form will be opened. The form is divided into several steps that can be expanded or collapsed by the user:



The screenshot shows the JITs Portal interface for editing a funding application. At the top, there is a navigation bar with the JITs Portal logo and links for Latest call, Terms and Conditions, News and Updates, New features, Help, and About. Below the navigation bar, there is a breadcrumb trail: Editing Funding application > Funding applications (you have 2 drafts). A draft validity notice states 'Draft valid until 20/01/2017'. A warning message indicates that funding applications should not contain any case-related Personal Data and that the deadline for submission is 20/11/2016. The main form is titled 'Case Information' and is divided into several sections, each with a dropdown arrow: '1.1 Name of the operation', '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?', '1.3 Eurojust Reference Number of the case, if applicable', 'Contact information', 'Information on the JIT', 'Application details', 'Additional Information', 'Attachments', and 'Agreement and submission'. The '1.1' section contains a text input field for the name of the operation. The '1.2' section contains a dropdown menu with 'Yes' selected. The '1.3' section contains a text input field for the Case ID, a dropdown menu for the Country (set to 'NM'), and a dropdown menu for the Year (set to '2016').

Figure 4.6 JITs funding application form

- Insert data in the input fields, provided in the different steps, to create a new funding application.
- If you need to upload one or more files to the funding application (e.g. extensions to the agreement), please use the Attachments section.

A warning with relevant guidance related to each document type is placed below each file box:

Attachments

3.1 JIT Agreement	<input type="text"/> Examiner...	Please be aware that a copy of the signed JIT Agreement (edited to exclude any identifying data), including possible extensions, must be attached to the application (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 a previous application). The lack of these documents may result in the ineligibility of the application.
3.2 Extension(s) of the agreement	<input type="text"/> Examiner...	
3.3 Financial Identification Form (FIF)	<input type="text"/> Examiner...	If this application is the first submitted by the concerned JIT, a completed Financial identification Form shall be attached. The lack of this document may result in the ineligibility of the application.
3.4 Supporting documents for the transfer of items	<input type="text"/> Examiner...	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.

Upload

Figure 4.7 Attachment section

6. You can always upload multiple files per type simultaneously. To do so, click the **Browse** button. The application will open a file browser. Navigate to the folder containing the file(s) you want to upload. Press the Ctrl key on your keyboard while using your mouse to select the files you want to upload, then click the **Open** button.

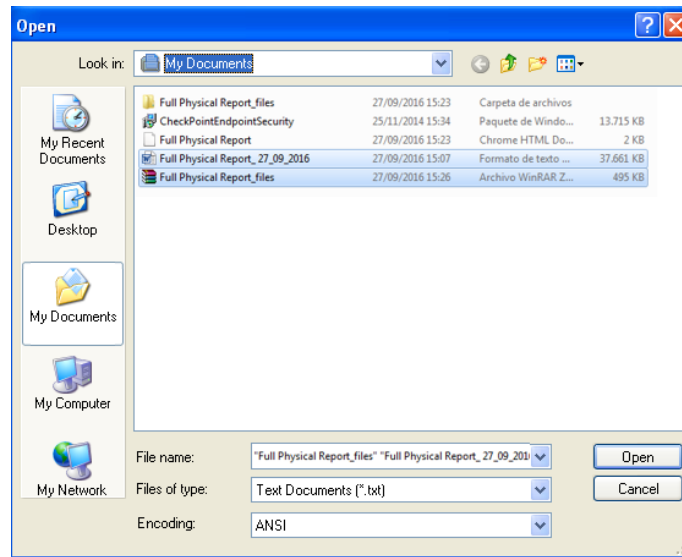


Figure 4.8 Upload many files at once to the funding form

7. Click the **Save** button displayed at the top of the page to save the information as a draft. Draft funding applications are not submitted to Eurojust until you click the **Submit** button.
8. If you have files uploaded, you will view them listed under the corresponding attachment type section. Furthermore, once each file is uploaded, its corresponding warning disappears.

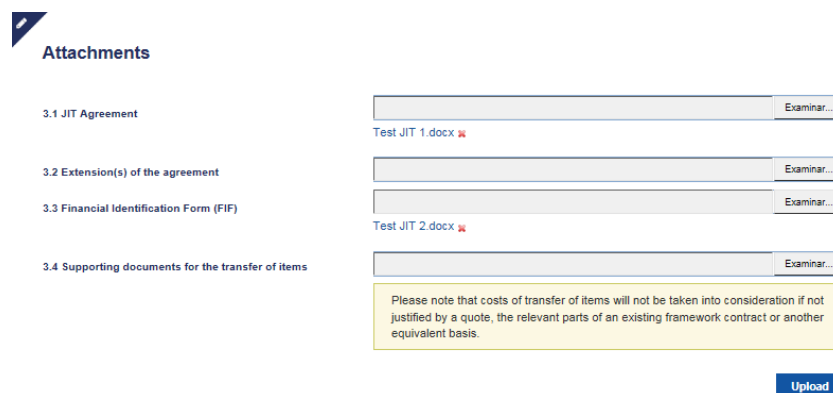


Figure 4.9 Attachment section with files uploaded into a funding application

9. Use the red cross displayed together with file name to delete the attachment from the funding form. The application will ask you for confirmation first:

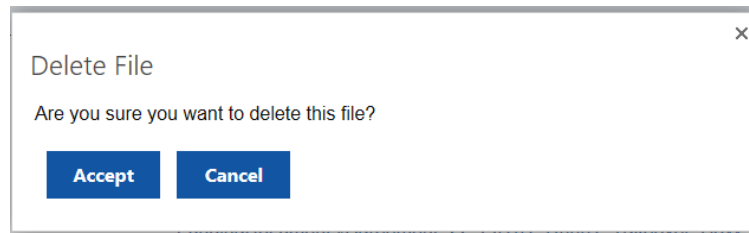


Figure 4.10 Confirmation before deleting an attached file

10. When ready, click on the **Save draft** button. The application checks all mandatory fields and the format of the information provided, and uploads all selected attachments.

- The FIF file cannot be uploaded. The allowed file formats are: .doc, .docx, .xls, .xlsx, .msg, .htm, .html, .ppt, .pptx, .vsd, .pdf, .zip, .rar, .png, or .tiff
- The FIF file cannot be uploaded. The allowed file formats are: .doc, .docx, .xls, .xlsx, .msg, .htm, .html, .ppt, .pptx, .vsd, .pdf, .zip, .rar, .png, or .tiff
- The JIT Agreement file cannot be uploaded. The allowed file formats are: .doc, .docx, .xls, .xlsx, .msg, .htm, .html, .ppt, .pptx, .vsd, .pdf, .zip, .rar, .png, or .tiff

- Warning. A mandatory value is missing for:
- Contact e-mail 1 should be mentioned

Figure 4.11 Sample of error messages during funding application creation

Below is a summary of each of the sections of the funding application:

- **Case information:** this section includes the same fields you introduce in the first step of the creation process. It will be collapsed by default when starting a new funding application.
- **Contact information:** this step includes all the fields corresponding to your contact information. Some of the fields will be pre-filled using the information you provided in the registration process (new account).
- **Information on the JIT:** this section includes generic information relevant to the JIT in which you are participating.
- **Application details:** you can use the fields in this section to provide details about the potential costs arising from the cross-border operational activities of your investigation (e.g. travel and accommodation, translation, etc.).

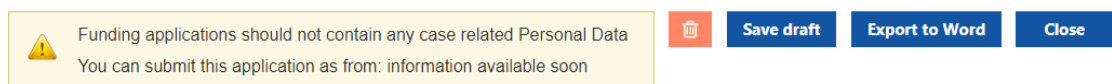
- **Additional information:** use this section to provide further details not covered in previous steps.
- **Attachments:** use this section to submit the documents that support your application.
- **Agreement and submission:** you need to acknowledge the agreement and submission terms and click the **Submit** button when you are ready to submit your application to Eurojust.

The aforementioned steps can be collapsed/expanded by clicking on their title. You can move between steps as you wish. Mandatory fields will only be checked when saving (**Save draft** button) or when submitting (**Submit** button at the last step of the process).

Please note that at the top of the funding form you can see the validity period of each draft funding application (**Draft valid until** <date>). 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.

You can also review the deadline for submitting the funding form in the field **Deadline for submission** displayed in the warning message.

Draft valid until 10/01/2018



Funding applications should not contain any case related Personal Data
You can submit this application as from: information available soon


 [Save draft](#) [Export to Word](#) [Close](#)

Figure 4.12 Deadline for submission

You can work on your draft application even when no open call for proposals is in effect, e.g. in anticipation of the next open call.

If you stop working on your funding application, use the **Save draft** or **Close** button. The **Close** button will ask you for confirmation before leaving the current page.

Confirm

You are about to discard changes you made. Are you sure you want to close the funding record creation process?

Yes

No

Figure 4.13 Confirmation message about discarding changes

If saved, you will be able to access your draft again by following the steps described in the previous section.

4.3 Submitting a funding application to Eurojust

To submit a funding application to Eurojust, you should first follow all steps described in the previous section, i.e. you should start and complete all mandatory information for a funding application.

When you are ready for submission:

1. Open the corresponding funding application.
2. Check if an open call for proposals is in effect.
3. Go to the last section, **Agreement and submission**.
4. Read and acknowledge the terms and conditions for the submission and click the **Submit** button.
5. You will then see the following warning message if a JIT agreement or Financial Identification Form (FIF) have not been uploaded:

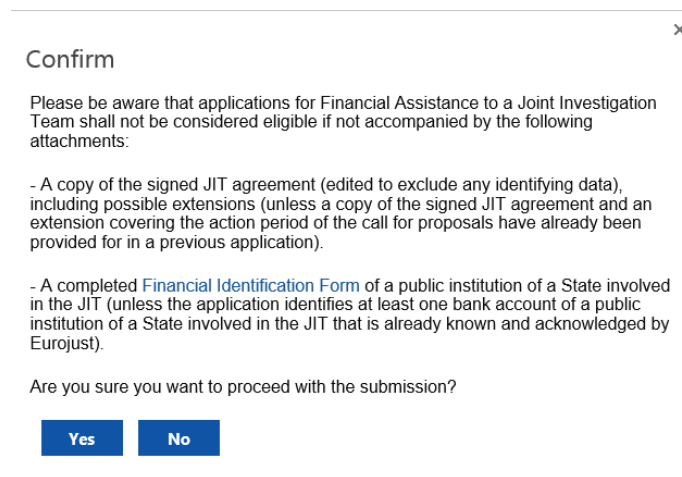


Figure 4.14 Submission confirmation message

6. You will then be notified of the successful submission of your funding application and you will be allowed to download a copy of all the information submitted. If you

want to save a read only copy (PDF) and/or an editable copy (Word), click **Save** on the following message. Otherwise, just click **Close**:

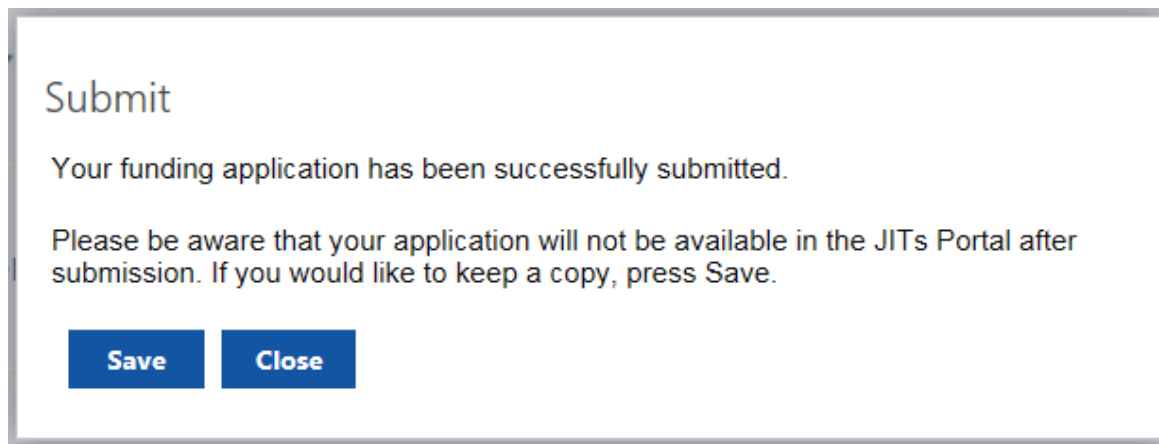


Figure 4.15 Message for saving a copy of submitted information

After submitting your application, you will receive a notification to the e-mail address used in section 3.1. Your application will then be listed under **Submitted applications** when clicking on the **Funding applications** top-level menu.

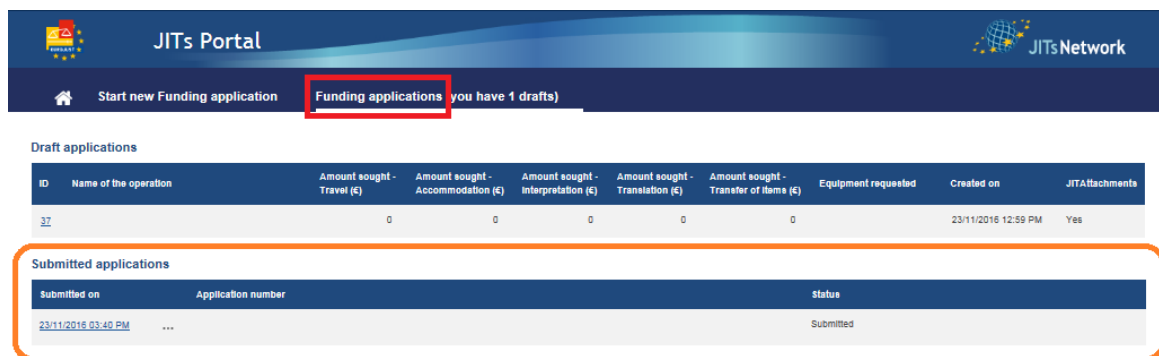


Figure 4.16 Link to see all draft and submitted applications

At this stage, you can no longer edit or review your application. However, you can follow the status of your request by checking the **Status** column.


4.4 Editing a JIT funding application

You can only edit draft funding applications:

1. Click the **Funding applications (you have N drafts)** link (see **Error! Reference source not found.**).
2. Identify the draft you wish to edit.
3. Click on the hyperlink **Name of the operation**.
4. The JITs Portal will then open your funding application.
5. Edit all the editable fields that you need throughout all sections.
6. Click the **Save draft** button to save the funding application as a draft or **Submit** (button located in the last section) to submit your request to Eurojust.

4.5 Deleting a JIT funding application in draft status

You can remove a draft funding application:

1. Click the **Funding applications (you have N drafts)** link (see **Error! Reference source not found.**).
2. Identify the draft you wish to remove.
3. Click on the hyperlink **Name of the operation**.
4. Click the **Delete** icon  displayed on top. A confirmation message appears.

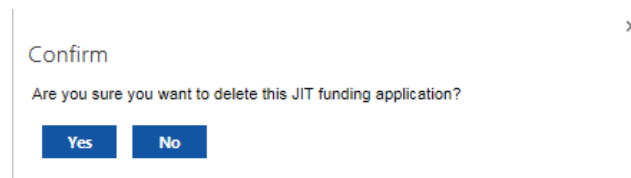


Figure 4.17 Deleting confirmation message

5. If you click **Yes**, the system will delete your draft application and the following confirmation message will be shown:

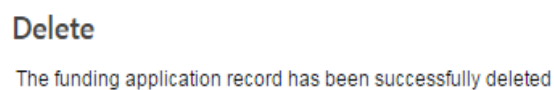


Figure 4.18 Deletion acknowledgement message

The view is automatically refreshed and shows the **Draft applications** list minus the application just deleted.

4.6 Withdrawing a submitted funding application

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

1. Click the **Funding applications (you have N drafts)** link (see **Error! Reference source not found.**).
2. Identify the **submitted funding application** you want to withdraw.
3. Click on the **Withdraw** button displayed on the right of the **Submitted on** date.
4. A confirmation message appears.

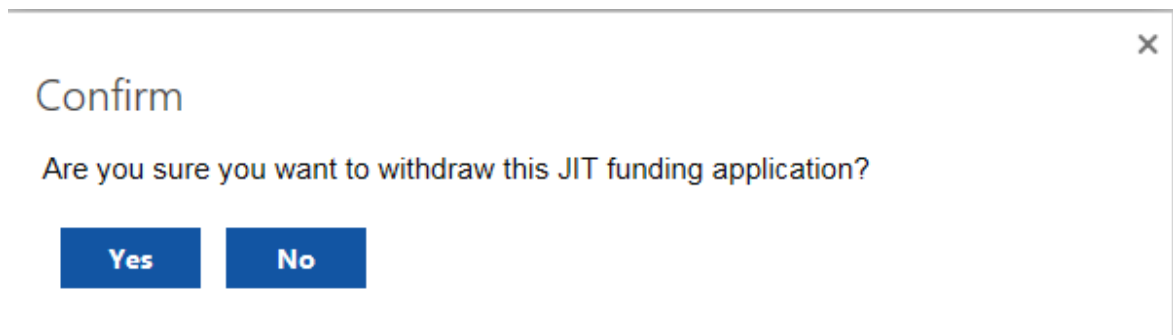


Figure 4.19 Withdrawal confirmation message


5. Click **Yes** to proceed.
6. The status of your application will automatically be set to Withdrawn.


4.7 Exporting a JIT funding application to Word

You can export an application in Draft status to Word by following these steps:

1. Click **Export to Word** button.

Draft valid until 10/01/2018

 Funding applications should not contain any case related Personal Data
Deadline for submission: 12/11/2017

 **Save draft** **Export to Word** **Close**

Export to word

* indicates a required field

JIT funding guide

Figure 4.20 Export to Word button within a funding application

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

Do you want to open or save **FundingApplication.docx** (71.2 KB) from jitfunding.eurojust.europa.eu?

Open

Save

Cancel

×

3. The Word file is opened or saved with all the information in your draft:



This document summarizes the information included in the funding application drafted on 10/11/2017

☒

1. GENERAL INFORMATION ABOUT THE JIT

1.1. Name of the operation

Export to word

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	Mrs.
Surname	Garcia
First name(s)	lgarcia_ext
Organisation	[EMPTY_FIELD]
Rank / Position	[EMPTY_FIELD]
Country	[EMPTY_FIELD]

Figure 4.21 Word exported with funding application information

2017 Eurojust. All rights reserved.

