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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 an 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
- JI Ts 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 browser\(^1\) 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).
2. 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](image-url)
3. 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**.

![Figure 2.2 Log in page](image-url)
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:
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 JIT's Portal application is open;

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

![Sign Out menu option](image)

*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:

![General screen layout of JITs Portal for unregistered users](image)

**Figure 2.6 General screen layout of JITs Portal for unregistered users**

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


- 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:

<table>
<thead>
<tr>
<th>Element name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field</td>
<td>Field automatically calculated by the system. It is displayed in grey colour as it is a read only field.</td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>Rectangular box in which you can type free text.</td>
<td></td>
</tr>
<tr>
<td>Square box that is selected or cleared to turn an option on or off. Ticking multiple checkboxes from the same group is possible.</td>
<td></td>
</tr>
<tr>
<td>Radio button used to select one of a group of mutually exclusive options.</td>
<td></td>
</tr>
<tr>
<td>Arrow displayed at the right of the dark blue area of list boxes. It allows you to collapse or expand the list box.</td>
<td></td>
</tr>
<tr>
<td>Symbol indicating the system is working and a new page is loading.</td>
<td></td>
</tr>
<tr>
<td>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</td>
<td></td>
</tr>
<tr>
<td>Element name</td>
<td>Description</td>
</tr>
<tr>
<td>--------------</td>
<td>-------------</td>
</tr>
<tr>
<td>+</td>
<td>Icon used to add a new row in the table grids available in the funding forms, to add several elements of the same type.</td>
</tr>
<tr>
<td>✍️</td>
<td>Icon used to edit an existing element of a table grid.</td>
</tr>
<tr>
<td>🗑️</td>
<td>Icon used to delete an existing element of a table grid.</td>
</tr>
<tr>
<td>✔️ Confirm</td>
<td>Button to confirm the new or modified row in a table grid.</td>
</tr>
<tr>
<td>✗ Cancel</td>
<td>Button to cancel the addition or modification of a row in a table grid.</td>
</tr>
<tr>
<td>🔽</td>
<td>Button to expand a section.</td>
</tr>
<tr>
<td>Save draft</td>
<td>Saves a form and remains in the current view.</td>
</tr>
<tr>
<td>Close</td>
<td>Cancels the addition or modification of a draft.</td>
</tr>
<tr>
<td>🗑️</td>
<td>Deletes a draft.</td>
</tr>
<tr>
<td>Export to Word</td>
<td>Exports the draft funding application to Word.</td>
</tr>
</tbody>
</table>
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.**

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**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.

![JITs Portal registration form](image_url)

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.

![Figure 3.2 User account creation process - confirmation](image)

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:

![Error message](image)

**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 johnjoe@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. [Name],

Welcome to the JITs Portal.
Please confirm your registration by logging in using the following credentials:
   Email: [Email Address]
   Password: [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 3555
2100 AG Haarlem
The Netherlands
Other phone: +31 (0) 78 612 0000

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 attachments from your system. You must not copy or disclose the contents of this message or any attachments 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.

**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:

**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:

![Warning message](image)

**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:

   ![Recover password window](image)

   **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.

   ![Email notification](image)

   **Figure 3.10 E-mail notification received to reset the password**
4. 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**

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

Dear Mr./Mrs. [Redacted],

Your password has been reset.
Please log in using your email address and the following one-time use credentials:

Password: [Redacted]

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

Kind regards,
JITs Network Secretariat

--

EUROJUST
R.O. Box 16183
2500 BD The Hague
The Netherlands
Office phone: +31 (0) 70 412 5098
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**

6. 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](image-url)
2. Click ‘Yes’ in the confirmation message.

![Confirmation message]

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.

![E-mail confirmation]

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](image)

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 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.
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).

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.

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.

![Create funding application launch process](image)

**Figure 4.5 Create funding application launch process**
3. The funding form will be opened. The form is divided into several steps that can be expanded or collapsed by the user:

![JITs funding application form](image)

**Figure 4.6 JITs funding application form**

4. Insert data in the input fields, provided in the different steps, to create a new funding application.

5. 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:

**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.
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 4.8 Upload many files at once to the funding form](image)

**Figure 4.8 Upload many files at once to the funding form**

![Figure 4.9 Attachment section with files uploaded into a funding application](image)

**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](image)

**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.

![Figure 4.11 Sample of error messages during funding application creation](image)

**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](image)

**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.

![Confirmation message](image)

**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](image)

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.

![Delete confirmation message](image_url)

**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:

![Deletion acknowledgement message](image_url)

**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.

```
Confirm
Are you sure you want to withdraw this JIT funding application?

Yes  No
```

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.

![Export to Word button](image)

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

![Application for Financial Assistance to a Joint Investigation Team](image)

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 financings:

- 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**

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