



Guide

How to apply for financial assistance to a Joint Investigation Team?



Under the Programme "Prevention of and Fight against Crime",¹ Eurojust has received a grant from the European Commission, allowing for the financial and logistical support of Joint Investigation Teams (JITs) until September 2013. Representatives of public institutions with an existing JIT Agreement seeking such financial assistance via Eurojust may use this guide to facilitate the application process.

Application form for a grant – step-by-step instructions

I. Considering financial assistance

1. A valid written **JIT Agreement**² (or, where appropriate, a written extension of the agreement) must be concluded before financial assistance can be requested, and must still be in force at the time of the planned action(s).
2. Updated information on the JIT Funding Project is available on the Eurojust website, on the JIT Funding Project page, accessible via the following link:
http://www.eurojust.europa.eu/jit_funding.htm
3. An overview of the established time slots and relevant deadlines are also available via the following link: **http://www.eurojust.europa.eu/jit_funding.htm**. The application form must be received by Eurojust within the established time slot and the activities/actions must occur within the set 12-week period. Different rules apply to equipment loans (see point 15).
4. Eurojust will only support JITs to which National Members, their Deputies or their Assistants have been invited to participate (according to Article 9f of the Council Decision 2009/426/JHA).
5. Funding is provided only to JIT members listed in the JIT Agreement and in the List of members of the JIT for whom expenses may be incurred (attachment to the application). Costs are eligible if directly linked to the JIT activities.

¹ Council Decision of 12 February 2007 establishing for the period 2007 to 2013 the Specific Programme "Prevention of and Fight against Crime", OJ L 058 of 24.2.2007, p.7.

² JIT Agreement based on either the Framework Decision on JITs (Council Framework Decision of 13 June 2002 on JITs (2002/465/JHA), OJ L 162/1 of 20.6.2002) or the Convention on Mutual Legal Assistance in Criminal Matters (Convention on Mutual Assistance in Criminal Matters between the Member States of the European Union, OJ C197/1 of 12.7.2000).



6. Eurojust does not fund attendance of JIT members to coordination meetings at Eurojust or meetings at Europol under the Project.
7. Third states are not eligible for funding.
8. Third-party participants in a JIT, even if mentioned as part of the JIT Agreement, are not eligible for reimbursement if they are participants from EU bodies/agencies (e.g. Eurojust, Europol) or OLAF.

II. Filling in the application form

9. Download the **Application Form** via the following link:
http://www.eurojust.europa.eu/jit_funding.htm.
10. Please note that only application forms in the English language will be accepted.
11. Fill in the “application” section, introducing basic information about your JIT; all fields are mandatory. The following details must be provided:
 - Contact details of liaison and JIT leader(s) – the liaison will be informed about all matters relating to the JIT and future financing.
 - Brief background information on the JIT – dates related to the JIT Agreement (start and end date), countries involved, number of JIT members (as mentioned in the JIT Agreement), invitation of National Members, their Deputies or their Assistants to participate in the JIT, and involvement of third parties (e.g. Europol, Eurojust, OLAF).
 - Information about previous funding received from the European Commission and/or Eurojust – number(s) of application form(s), how the funds were spent, and added value of the financial assistance.
12. Fill in the “application details” section:
 - Provide the total amount requested (maximum is € 50.000 per application form).
 - State clearly and precisely what you request – the actual amount per activity.
 - Calculate carefully – neither underestimate nor overestimate the costs. All the costs must be linked to the JIT activities.
 - For travel, accommodation and interpretation costs, see details in “Financial guidelines for JITs project” annexed to the application form (please respect the ceilings).
 - For equipment, see section VI, “Procedural guidelines for financial assistance and for the loan of equipment to a JIT” annexed to the application form.
 - Provide as much detail as possible in the section “Justification/Explanation”. These details will be carefully considered and evaluated (see part III, “Procedural guidelines for financial assistance and for the loan of equipment to a JIT” annexed to the application form).
13. Do not include any personal data related to the JIT activities.



14. Bear in mind that only reimbursement of costs, and not pre-financing, will be provided.
15. Make sure the action for which you apply the grant for will occur during the set 12-week period following notification of the award decision.
16. Equipment is lent for a maximum period of 6 months. This term commences from the date of equipment posting. The period will not be extended. If you need the equipment after this 6-month period, you must submit a new application form before the end date of the lending period. The same equipment will be lent to you for another 6 months, on the basis of the new application form, if you provide sufficient justification.
17. Sign and date the application form in the “agreement” section. Please remember that the signature affirms that you agree with the “Terms and conditions applicable to JITs” annexed to the application form. The signature of one JIT leader is sufficient.
18. Initial all the pages of the application form. Do not forget to also initial each page of the annexes.

III. Completing the application form

19. Attach the following documents to the application form:
 - A copy of the JIT Agreement edited to exclude personal operational data, including the official written extension of the Agreement, where appropriate. The Agreement must be valid at the time of the action to be funded.
 - A list of all members of the JIT for whom reimbursement may be sought, to allow budgetary control.
 - Financial Identification Form(s) (FIF), signed and stamped (the most recent bank statement will be accepted in lieu of the bank stamp). The FIF is available via the following link: http://www.eurojust.europa.eu/jit_funding.htm. Please note that if you do not provide a valid FIF, you will not be reimbursed.
20. Read the annexes of the application form – “Terms and conditions applicable to JITs”, “Procedural guidelines for financial assistance and for the loan of equipment to a JIT”, “Financial guidelines for JITs project” to avoid any problems or misunderstandings. The guidelines are an integral part of the conditions applicable to any application form for financial assistance.

IV. Submitting the application form

21. Submit your application form within the established time period (time slot). An overview of the time slots is published on the Eurojust website via the following link: http://www.eurojust.europa.eu/jit_funding.htm. Most time slots last 3 weeks.
22. You can submit a hard copy of the application form via registered mail or a scanned copy via e-mail. In both cases, the application form must be complete (initialed and signed, with all annexes attached) and received by Eurojust on the day of the deadline of the relevant time slot, at the latest. This means that the scanned copy must be e-mailed on the date of



deadline, at the latest. The hard copy must be physically received by Eurojust on the date of deadline, at the latest.

23. E-mail the scanned copy to the following e-mail address: JITs@eurojust.europa.eu
Mail the hard copy by registered post or by hand delivery to the following address:

**JIT Project Manager
c/o Eurojust
Maanweg 174
2516 AB The Hague
Netherlands**

V. After submission of your application form

24. Your application form will be evaluated within eight working days following the deadline for the relevant time slot. All application forms received within the same time slot will be evaluated together. For more details, see part III of "Procedural guidelines for financial assistance and for the loan of equipment to a JIT" annexed to the application form.
25. On the eighth working day following the deadline for submission of applications, the liaison, the JIT leader(s), and the Eurojust National Desk(s) of the Member State(s) involved will receive an e-mail from the JIT Project Manager informing of the decision of the Authorising Officer regarding the application (award decision, rejection or disqualification).
26. As of the day following the notification, the JIT has **12 weeks** to complete the action. Please remember to collect all the supporting documents that you may need to report the claims (see next section).
27. If the requested equipment is awarded, the JIT Project Manager will provide you with the relevant form(s) to be filled in (JIT external user form and/or IT equipment request) prior to the transmission of the awarded equipment. These form(s) must be returned to the JIT Project Manager within one month from the date of the award decision otherwise the equipment will not be reserved and will be made available to other JITs.
28. The equipment will be delivered by registered mail or handed over to the JIT in person by the JIT Project Manager.

VI. After the action is completed

29. After the set 12-week period for completing the action, you must submit the claim(s) using the relevant reimbursement forms, i.e. *Reporting form* for all costs and particular financial template(s), separate for each type of costs: *Reimbursement claim – Travel*, *Reimbursement claim – Accommodation*, *Reimbursement claim – Interpretation* and *Reimbursement claim – Translation*. The financial templates must be signed and stamped.
30. When travelling by car, you must also submit the Vehicle Log Sheet form indicating the number of kilometers, route planner confirming the distance (e.g. Google map), list of people travelling in the car and a declaration of honour indicating that the car used was a



duty car used for the purposes mentioned in the application form (i.e. for travel to meeting, interrogation, etc.). A fuel receipt is also required in order to confirm that the journey occurred.

31. You must submit **originals** or **certified copies of supporting documents** (i.e. boarding passes, tickets, invoices, etc.). Certified copies must be accompanied by an official declaration that the originals are filed with the organisation for internal purposes and are available for audit purposes at the premises of the organisation. For more details, see the "Financial guidelines for JITs Project" annexed to the application form.
32. You must submit proof of payment for all expenditures.
33. Only the costs for activities previously requested in the application form and awarded (mentioned in the award decision) will be reimbursed.
34. Send all the financial reports (reimbursement forms, supporting documents and proof of payment) **in one mailing**, indicating Eurojust's reference number, **within 4 weeks** after the expiration of the 12-week period set for completing the action. After that date, no reimbursement will be possible.
35. The documents must be sent to the JIT Project Manager (address mentioned above); all relevant documents are available on the Eurojust website via the following link: **http://www.eurojust.europa.eu/jit_funding.htm**.
36. The lent equipment must be returned within 2 weeks after the 6-month lending period. The equipment may be sent by registered mail (costs are covered by Eurojust) or handed over in person to the JIT Project Manager.
37. If you have any **questions or concerns**, please contact the JIT Project Manager at:



JITs@eurojust.europa.eu



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