



**HGSP**

**Programme**

**Documents**

**2026**

Revisions to Opportunity  
Qualification, Company Creation and  
Project Guide



# Overview of 2026 Revisions



# 2026 Revisions

The 2026 update refines HGSP documents, focusing on style alignment without major programme changes.

## **Consistency and Usability**

All documents are now aligned with Scottish Enterprise's branding and modest updates have been made to improve clarity and usability across all materials.

## **Operational Improvements**

Revisions address previous confusion points like milestones, costing, and phased transitions between our Opportunity Qualification (OQ) and Company Creation (CC) schemes.

## **Stakeholder Continuity**

Changes maintain continuity for familiar stakeholders while supporting better decision-making and administration within our Programme.

# Programme wide changes



# Applied to OQ & CC...

## **Updated “High Growth” Definition**

Refreshed definition aligns with SE’s strategic priorities, providing clear growth expectations for supported projects.

## **Streamlined Application Declaration**

Application declarations now signed solely by Technology Transfer Office to reinforce the vital role this individual plays in the onboarding process.

## **Commercial Champion Guidelines**

New guidelines define recruitment, role, and costs, enhancing appointment quality and financial transparency.

## **Reviews & Pitches**

We’ve provided clarity around the timing and purpose of each of the pitches each project will provide throughout their HGSP tenure.

# OQ Documents

## OQ Application



- Reflect on responses given in **Appendix 1** in each section of the application.
- Completion of **OQ milestones is mandatory** to ensure progression to Company Creation.
- Costing **schedule removed** – enter information in Gantt chart.
- Estimated Budget & Timescale for Company Creation/ Investment **section removed** – refer to this in Section 8 instead.

## OQ Guidelines



- Timeline and **schedule of OQ Application process**, including evaluation and feedback.
- Clarity around **roles and responsibilities** of team members and PMG activities.
- Transition from **OQ to Company Creation** explained in detail.

## OQ Toolkit



- Cap on the **salary and all additional costs** attributed to the Commercial Champion.
- Commercial Champion **guidelines added** as an Appendix.

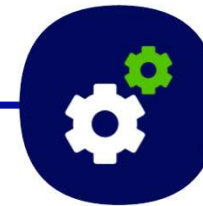
# CC Documents

## CC Application



- Inclusion of mandatory milestones
- Appendices renumbered
- Costing schedule removed – enter information in Gantt chart.

## CC Guidelines



- Additional details around the Company Creation pitch process, including stage gate, mock pitch and panel FAQs
- Annual cap on Commercial Champion costs/expenses
- Commercial Champion Guidelines added as an appendix

# HGSP Project Guide

Key changes consist of...

- Role of the Host Institution – to help identify eligible HGSP pipeline projects
- HGSP progress monitoring through the Commercial Growth Tracker, Midterm review and pitches
- Terms of the contract
- Tolerance for small project changes
- New section – Pitches & Reviews
- Clarity around acknowledgement of SE in publicity materials
- New appendices
  - Commercial Growth Tracker
  - Midterm review agenda & guidelines
  - Commercial Champion Role guidelines



## CLN Revisions to follow...

Please continue to refer to the 2025 documents for CLN applicants until further notice. We will aim to carry out revisions to these and issue new versions later in 2026.

# Phase in/out

We will now start to gradually **phase out the 2025 OQ and CC** application templates and guidance documents.

If you are starting **a new OQ or CC** application **from May onwards**, please use the 2026 version.

We will **continue to accept** OQ and CC applications using the 2025 templates and guidelines **until July 2026**.

By our **19th August 2026 OQ deadline**, we will have **phased out the 2025 documents** and will reject any applications that use these older version.

All new OQ or CC projects **starting from May 2026** will be provided with a copy of the **2026 Project Guide** and will be expected to comply with its terms and conditions.



